

# Sweet Briar College

# STUDENTS' HANDBOOK

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1967-1968



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# STUDENTS' **HANDBOOK**

SWEET BRIAR COLLEGE



1967 - 1968

SUZANNE EDINGER, Editor

DIANNE HUNT, Business Manager

### SEPTEMBER

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### **CALENDAR FOR 1967 - 1968**

### First Semester, 1967-1968

1967		
September	19	Arrival of new students
September	19-23	Program for new students: registration
September	21	*Registration of former students
September	24	Return of former students by 7:30 p.m.
September	24	**Opening Convocation, 7:30 p.m.
September	25	Classes begin, 8:00 a.m.
October	18	**Founders' Day (No morning classes)
October	28	Parents' Day
November	22	Thanksgiving recess begins at 11:50 a.m.
November	26	Thanksgiving recess ends at 11:00 p.m.
December	1-2	Graduate Record Examinations (all Seniors)
December	19	Christmas vacation begins at 10:50 a.m.
1968		
January	3	Christmas vacation ends at 11:00 p.m.
January	19	Classes end at 5:20 p.m.
January	23-30	Mid-year examinations
February	4	Mid-year recess ends at 11:00 p.m.
September September October October November November December December 1968 January January January	24 25 18 28 22 26 1-2 19 3 19 23-30	**Opening Convocation, 7:30 p.m. Classes begin, 8:00 a.m.  **Founders' Day (No morning classes) Parents' Day Thanksgiving recess begins at 11:50 a.m. Thanksgiving recess ends at 11:00 p.m. Graduate Record Examinations (all Seniors) Christmas vacation begins at 10:50 a.m.  Christmas vacation ends at 11:00 p.m. Classes end at 5:20 p.m. Mid-year examinations

### Second Semester, 1967-1968

February	5	Classes begin
March	22	Spring vacation begins at 10:50 a.m.
March	31	Spring vacation ends at 11:00 p.m.
May	4	May Day
May	17	Classes end at 5:20 p.m.
May	20-21	Senior Comprehensive Examinations (tentative)
May	22-29	Final Examinations
June	1	President's Garden Party
June	2	Baccalaureate Sermon—Fifty-ninth Annual Com-
		mencement

<sup>\*</sup>Only former students not in residence in Spring of 1967
\*\*Attendance required

Other Convocations (required meetings) will be announced at a later date.



# STUDENT GOVERNMENT ASSOCIATION

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### The Student Petition (October 17, 1906)

The students of Sweet Briar College, believing that there is dignity and honor in student government, desire individual and community responsibility for the conduct of students in matters not strictly academic.

We, therefore, petition the President and Faculty for legislative

and executive control in certain matters. We ask:

- I. Right to control quiet and order in all places about the buildings and campus that are not under the immediate control of a member of the Faculty.
- II. Permission, with the advice and approval of the Faculty, to extend our power as occasion arises and we prove worthy to be vested with greater power and authority.
- III. Permission to make such additions to the above as we may feel are necessary, with the consent and approval of the President and Faculty.

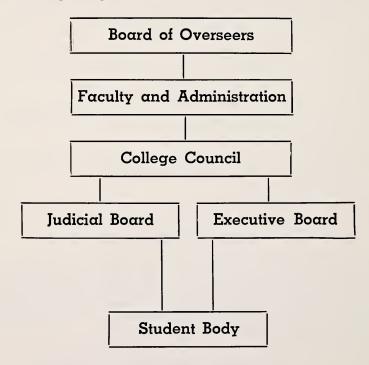
# The Reply of the Faculty (October 20, 1906)

The Faculty of Sweet Briar College endorses most cordially the desire of the student body to assume responsibility for the conduct of individual students in non-academic matters. Therefore, the Faculty accords permission to frame a constitution embodying laws regulating the points specified in the petition—said constitution to be submitted to the Faculty for endorsement.

### Spheres of Authority

The concept of "spheres of authority" has been made the foundation of the Constitution of the Student Government Association because it was felt that control of community life falls naturally into four areas: that primarily of Student concern, that of joint Faculty-Student concern, that primarily of Faculty concern, and that primarily of concern to the Board of Overseers. The drawing-up of the Constitution was a cooperative venture between the Students and the Faculty, and its adoption rested upon ratification by both groups. The Grant of Powers and the Constitution, By-Laws and Regulations reflect not only the

quatrapartite concept, but also the philosophy that responsibility breeds a sense of responsibility. The goal of this endeavor is heightened cooperation between Students and Faculty in the interest of the College and its component parts.



I. In the Student Sphere, the organs of government are:

The Legislative Body, made up of the Association as a whole

The Executive Board

The Standing Committees

The Judicial Board

II. The authority entrusted to the *joint Faculty-Student Sphere* is exercised by the College Council, possessing both legislative and judicial jurisdiction. In its legislative capacity the College Council

meets monthly whereas in its judicial capacity it meets only when necessary.

III. In the *Faculty Sphere*, the Faculty shares with the administrative officers of the College the responsibility for the academic and social welfare of the College. It provides the instruction given; through its Executive Committee and other standing committees, determines the content of the curriculum; and carries on the academic business of the College.

IV. The *Board of Overseers* has responsibility for active oversight of the College.

### Grant of Powers

In response to the request made by the student body in January, 1965 that the Constitution of the Student Government Association of Sweet Briar College be revised, a committee composed of representatives of the Faculty and the Student Government Association was formed to suggest revisions. The revised Constitution is based upon a shift in the original Grant of Powers. The revised Grant of Powers is as follows:

A. The Faculty of Sweet Briar College, in accordance with the authority vested in it by the Board of Overseers, is asked to entrust to the Student Government Association the power to revise and interpret in the following areas of regulation:

- 1. Extracurricular Activities
- 2. House Regulations
- 3. Dress Regulations

The Faculty is asked to entrust to the College Council the power to revise and interpret policy in all areas save those reserved to the Board of Overseers, the Faculty and Administration, and the Student Government Association.

The Faculty is asked to retain the power to revise and interpret in the following areas of regulation:

- 1. Academic Regulations, including absences
- 2. Hazing Regulations

The Board of Overseers would retain the following areas of regulation:

- 1. Drinking Regulations
- 2. Secret Organizations

B. The Faculty would reserve the right to withdraw all or any part of the power granted if it finds that the power is being abused. Notice would be given before such action would become effective.

### Preamble

Whereas, we, the students of Sweet Briar College, understand that all authority originates with and is delegated by the Board of Overseers, and

Whereas, we, as members of a community devoted to intellectual pursuits, do individually and collectively desire to assume responsibility for the welfare of students in that academic community, and

Whereas, we believe that such responsibility promotes the best interests of the College and prepares the students to take their places in a democratic society,

We do hereby, with the consent of the Faculty and Administration, adopt the following Constitution and By-Laws.

### Constitution of the Student Government Association of Sweet Briar College

### Article I-Name

The name of the organization shall be the Student Government Association of Sweet Briar College

### Article II-Purpose

The purpose of this organization shall be:

- 1. to strengthen the sense of individual responsibility implicit in the ideal underlying the foundation of Sweet Briar College, which is "to impart to the students such an education in sound learning, and such physical, moral, and religious training as shall best fit them to be useful members of society"
- 2. to promote the highest standards of honor and integrity in all phases of college life
- to foster the individual and community interests of Sweet Briar students, and

4. to advance the spirit of loyalty to the College and its undertakings.

### Article III—Membership

All students at Sweet Briar College shall be members of the Association.

### Article IV-Legislative Powers

### Section 1.

The legislative powers of the Association shall be exercised by the Association as a whole.

### Section 2.

These powers shall be:

- 1. to ratify the rules and regulations lying exclusively within the student area, in accordance with the Grant of Powers from the Faculty and Administration
- 2. to propose and discuss rules and regulations which must be considered by the Executive Board prior to a vote by any definitive body.

### Article V-Executive Powers

### Section 1.

The executive powers of the Association shall be exercised by the Executive Board.

### Section 2.

- A. The membership of the Executive Board shall consist of:
  - the Officers of the Executive Board: the President, Vice-President, Secretary, and Treasurer of the Student Government Association
  - 2. the House Presidents
  - 3. the four Class Vice-Presidents
  - 4. the Chairman of the Social Activities Committee, ex-officio, non-voting.
- B. The powers of the Executive Board shall be:
  - to administer the Student Government Constitution and By-Laws
  - 2. to explain to the students the meaning of the Student Government Constitution and By-Laws

- to consider all petitions, appeals, and proposals for amendments to the Student Government Constitution and By-Laws, and, at the discretion of the Board, to refer each to the proper authority
- 4. to consider all petitions, appeals, and proposals for changes to the rules and regulations as stated in the *Students' Handbook*, and at the discretion of the Board, to refer each to the proper authority
- 5. to review the Student Government budget and to recommend the same to the student body
- 6. to conduct all Student Government elections
- 7. to review the Student Government rules and regulations annually
- 8. to supervise the organization of the *Students' Handbook* annually.

### Article VI-Judicial Powers

### Section 1.

The judicial powers of the Association shall be exercised by the Judicial Board.

### Section 2.

The judicial officers shall be: the Judiciary Chairman of the Student Government Association, the Vice-Chairman, and the Secretary of the Judicial Board.

### Section 3.

- A. The membership of the Judicial Board shall consist of:
  - 1. the Judiciary Chairman of the Student Government Association
  - 2. three seniors, three juniors, three sophomores, two freshmen: at least one Judicial Board member shall reside in each dormitory.
- B. The administrative powers of the Judicial Board shall be:
  - 1. to interpret the Honor System to the members of the Association and to the Faculty
  - 2. to request and to undertake investigations.
- C. The judicial powers of the Judicial Board shall be:
  - original jurisdiction in all cases except those reserved to the College Council
  - 2. the right to refer any cases to the College Council.

### Article VII-House Councils

### Section 1.

Each house shall be governed by its own House Council.

### Section 2.

The membership of each House Council shall consist of:

- 1. the House President
- 2. the Hall President (s)
- 3. the House Social Representative (s).

### Section 3.

- A. The administrative power of the House Council shall be:
  - 1. to organize and to administer house functions
  - 2. to interpret and enforce house regulations
  - to enforce regulations concerning attendance at Student Government meetings.
- B. The legislative power of the House Council shall be to formulate the house regulations for each house subject to the approval of the residents of the house.

### Article VIII—College Council

### Section 1.

The College Council shall exercise legislative, executive, and judicial powers.

### Section 2.

- A. The membership of the College Council in its legislative capacity shall consist of:
  - 1. the President of the Student Government Association
  - 2. the Chairman of the Judicial Board
  - 3. the four Class Presidents
  - 4. one House President elected by all the House Presidents as their representative
  - 5. the President of the College
  - 6. the Dean of the College

- 7. the Dean of Students
- 8. four members of the Faculty, elected annually by the Faculty\*
- B. The membership of the College Council in its judicial capacity shall consist of:
  - 1. the President of the Student Government Association
  - 2. the Chairman of the Judicial Board
  - 3. the members of the Judicial Board
  - 4. the President of the College
  - 5. the Dean of the College
  - 6. the Associate Dean of the College
  - 7. the Dean of Students
  - 8. the College Physician
  - 9. four members of the Faculty, elected annually by the Faculty\*
- C. The legislative power of the College Council shall be to make policy in all areas save those reserved to the Board of Overseers, the Faculty and Administration, and the Student Government Association.
- D. The executive power of the College Council shall be:
  - 1. to interpret the Student Government Constitution and By-Laws
  - 2. to exercise administrative oversight, in principle, in the operations of the Student Government Association
  - to serve as a communications board between faculty and students
- E. The judicial power of the College Council shall be:
  - 1. to hear appeals from a decision of the Judicial Board and to exercise final decision in such cases
  - 2. to reserve the right to review all cases
  - to have original jurisdiction in cases involving academic honesty, suspension or expulsion and to make recommendations of suspension or expulsion to the President of the College.
  - 4. if such a penalty is being considered by the College Council, the accused shall be guaranteed the right
    - a) to be informed of the nature and source of the charge against her

<sup>\*</sup>The members of the Faculty for 1967-68 are: Miss Belcher, Mr. Collins, Mr. McClenon, and Miss Stone.

- b) to have a fair and speedy trial
- c) to be confronted with her accusor whenever feasible
- d) to speak in her own defense
- e) to present witnesses who can testify as to the facts of the case.

### Article IX-Committee of Appeals

### Section 1.

If the penalty of suspension or expulsion is recommended by the College Council, the accused shall have the right of appeal to the Committee of Appeals.

### Section 2.

- A. The membership of the Committee of Appeals shall consist of:
  - 1. three faculty members appointed for each case by the President of the College, exclusive of those presently serving on the College Council
  - 2. the President of the College, ex-officio, non-voting
  - 3. the President of the Student Government Association, exofficio, non-voting
  - 4. the Chairman of the Judicial Board, ex-officio, non-voting

### B. Procedure

- the accused must request her appeal within 48 hours of the notification to her of the recommendation by the College Council
- 2. the Committee shall have the right to review decisions of the College Council and shall refer a case back to the College Council for reconsideration if it disagrees with the original decision of the Council.

### Article X-Amendments

### Section 1.

Amendments may be proposed by any Board, Council, or Committee of the Association, by a member at any meeting of the Executive Board or of the Association, or by a Special Committee appointed by the President of the Student Government Association.

### Section 2. Procedure

A. All proposals shall be studied by the Executive Board. They

- shall be referred, with recommendations, to the College Council at least one week prior to the vote of the Council.
- B. The College Council may make amendments to the proposal. If the College Council, by a two-thirds vote, approves the proposal as amended, the amended proposal shall be communicated to the members of the Association and to the Faculty one week in advance of their respective meetings.
- C. Final adoption of an amendment requires two-thirds vote of the members of the Association and of the Faculty.

### By-Laws of the Student Government Association of Sweet Briar College

### Section I-Honor System

- A. I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM AND TO ABIDE BY THE REGULATIONS OF THE COLLEGE. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THE PLEDGE.
- B. It is understood that every member of the Sweet Briar community adheres to the above principles, in order that we may insure and preserve a free community in which we move without restraint and in a common trust of one another.
- C. After passing the Student Government test at the beginning of her first year at Sweet Briar, every student is expected to sign the pledge, indicating that she will absolutely adhere to the principles of the Association as long as she is a member thereof.

### Section II—Meetings of the Association

- A. The Association shall hold regular monthly meetings and others when necessary.
- B. Students are required to attend Student Government meetings. If a student is unable to attend, she is required to notify her House President before the meeting.

### Section III-Executive Branch

- A. Executive Officers and the House Presidents:
  - 1. the duties of the President shall be:
    - a. to call and preside at the meetings of the Association and of the Executive Board
    - b. to represent the students whether personally or through her representatives when the need arises
    - c. to appoint special committees when necessary
    - d. to make an annual report to the Association at the April meeting.
  - 2. the duties of the Vice-President shall be:
    - a. to perform the duties of the President in her absence
    - b. to administer the regulations governing participation in extracurricular activities
    - c. to serve as chairman of the Inter-Club Committee
    - d. to supervise Student Government elections.
  - 3. the duties of the Secretary shall be:
    - a. to record and post the proceedings of the Association and of the Executive Board, keeping a permanent record of the same and filing a copy with the Dean of Students
    - b. to send to the Secretary of the Faculty a copy of the amendments to the By-Laws adopted by the Association
    - c. to attend to all the correspondence of the Association.
  - 4. the duties of the Treasurer shall be:
    - a. to serve as Chairman of the Finance Committee and in this capacity
      - 1. to collect the Student Activities fees
      - 2. to prepare the budget of the Association for approval at its November meeting
    - b. to keep a record of all money of the Association and to expend the same according to the direction of the Executive Board of the Association
    - c. to make interim reports of the finances at the request of the President of the Association or of the Executive Board
    - d. to render to the Association at the close of the fiscal year a complete report of the year's work

- e. to prepare the accounts of the Association for audits supervised by the Treasurer of the College.
- 5. the duties of the House President shall be:
  - a. to exercise general supervision over her dormitory
  - b. to preside over the House Council of her dormitory
  - c. to be responsible for the housebook of her dormitory.
- B. Meetings of the Executive Board:

The Executive Board shall meet once every week and when called by the President. These meetings shall be open.

### C. Standing Committees

- 1. Inter-Club Committee:
  - a. the Inter-Club Committee shall consist of: all club presidents; the heads of Orientation, Campus Chest, Student Development Fund, Vocational Guidance Committee; the Editors of the *Sweet Briar News*, the *Briar Patch*, and the *Brambler*; and the Vice-President of the Student Government, who shall serve as Chairman of the Committee.
  - b. its powers and duties shall be:
    - 1. to act as a coordinating body for club activities
    - to report to the Executive Board the approval or disapproval of any proposed club, other organization or publication
    - 3. to keep on file the constitution and membership of each club, organization, and publication
    - to recommend to the Executive Board the surveillance of an established club if the validity of the club is questioned.
  - c. the Chairman shall call meetings of the Committee. Members of the community may request that a meeting be called for discussion of general questions pertaining to extra-curricular activities.

### 2. Social Activities Committee:

a. the Social Activities Committee shall consist of:

a Chairman, eight seniors, eight juniors, eight sophomores, and three freshmen to be elected by their respective classes. The student in each class with the highest number of votes shall be the Committee Chairman of her class.

- b. its powers and duties shall be:
  - to sponsor all student entertainment activities except May Day
  - 2. to review dress regulations and to propose changes
  - 3. to encourage the observance of the standards of dress and behavior stated in the *Students' Handbook*.

### 3. Finance Committee:

- a. the Finance Committee shall consist of the Treasurer of the Student Government who shall serve as Chairman, the Treasurer and Assistant Treasurer of the College, and the treasurer of all clubs and organizations which receive money from the Student Activities Fund.
- b. its powers and duties shall be:
  - to prepare an annual budget for adoption by the Association
  - 2. to administer the Student Activities Fund in accordance with the budget adopted by the Association
  - to decide upon any financial appeal of an organization or of any individual that has been referred to the Committee
  - 4. to discharge the treasurer of a student organization for mismanagement of funds (the decision whether the funds have been well managed will rest with the Finance Committee and the sponsor of the organization. In case of discharge a new treasurer shall be elected.)
  - to require that the accounts of every campus organization be audited three times a year as specified by the committee.
- c. the Finance Committee shall meet in April and October and at other times at the discretion of the Chairman.

### 4. Orientation Committee:

- a. the Orientation Committee shall consist of: the Chairman elected by the Association, and sophomores and juniors selected by the Chairman.
- b. Its powers and duties shall be those necessary to help orient new students to life at Sweet Briar.

### Section IV-Judicial Branch

### A. Judicial Officers:

- 1. the duties of the Chairman of the Judicial Board shall be:
  - a. to interpret to students, faculty, and College Council the underlying philosophy of the Honor System and Regulations and the policy of the Judicial Board
  - b. to discuss with the Dean of Students all cases coming to the Judicial Board prior to and/or during their consideration by the Board
  - c. to conduct meetings of the Judicial Board
  - d. to explain in person to those concerned decisions of the Board.
- 2. the duties of the Vice-Chairman of the Judicial Board shall be to perform the duties of the Chairman in her absence.
- 3. the duties of the Secretary shall be:
  - a. to record and keep a permanent record of all proceedings of the Judicial Board and file copies of the same with the Dean and with the Dean of Students
  - b. to prepare a report of all cases brought before the Board and, at the Board's discretion, to post the cases on the Student Government board for one week following the report
  - c. to write a resumé of any case which is to be brought before College Council in its judicial capacity and to take it prior to the meeting to the Dean for the use of the members of College Council.

### B. Meetings:

The Judicial Board shall meet at the discretion of the Chairman.

### C. Penalties:

- 1. The penalties which may be imposed by the Judicial Board are:
  - a. withdrawals of privileges
    - 1. Pink Slip (overnight absences)
    - 2. Housebook
    - 3. Library (for breach of Library regulations)
  - b. probation

When placed upon probation, a student must pledge before the Judicial Board the following statement: "I (name given) because (cause given) accept probation and pledge myself to be especially scrupulous in all matters. I understand that any infringement will be more serious for me than for other students." This pledge shall be filed in the records of the Judicial Board.

- c. suspension of Pledge
  Suspension of Pledge involves the loss of all privileges
  granted to Sweet Briar students through the Honor System
  and Student Government regulations. The pledge may be
  suspended for varying lengths of time. At the end of her
  term of Suspension of Pledge, a student shall have the
  opportunity to re-sign her pledge.
- d. any other penalty which the Judicial Board deems appropriate to the particular case.
- 2. A penalized student or her representative may ask for reconsideration of her penalty by the Judicial Board or may appeal to the College Council for re-examination of her case. Petitions of appeal must be filed with the Secretary of the Judicial Board within 48 hours after the penalty is imposed.

### Section V—College Council

- A. Meetings of the College Council in its legislative capacity must be called by the Chairman:
  - 1. once each month
  - 2. at the request of a majority of the Council members.
- B. Meetings of the College Council in its judicial capacity must be called by the Chairman of the Judicial Board if, after consultation with the Dean of the College and the Dean of Students, she deems it advisable.
- C. A quorum of the Council shall be:
  - 1. in its legislative capacity, nine members
  - in its judicial capacity, fifteen members, of whom there shall be at least nine students and six non-students.

### D. Procedure

- 1. each year the Council in its legislative capacity shall choose its officers from among its own members and shall adopt its own procedural methods with the following exceptions:
  - a. the President of the Student Government Association shall

- preside as Chairman pro-tempore of the Council until the Council chooses its own Chairman
- b. discussion of any topic presented during the meeting must be deferred until the next meeting upon the request of any three Council members
- c. the Secretary shall prepare agenda and distribute a copy to each Council member prior to the meeting
- d. all meetings shall be open unless otherwise specified by the two-thirds vote of the Council.
- 2. Each year the Council in its judicial capacity shall choose its officers from among its own members and shall adopt its own procedural methods with the following exceptions:
  - a. the Chairman of the Judicial Board shall preside as Chairman of the Council
  - b. all judicial matters shall be decided by secret ballot
  - c. in judicial cases the accused shall be guaranteed the rights stated under Article VIII, Section 2, E, 4.
- 3. All procedural matters shall be decided by majority vote; all substantive matters by two-thirds vote.

### Section VI—Elections

### A. Eligibility

- Academic regulations to determine eligibility for student offices shall be specified by the Dean and posted prior to the elections.
- The standards for retention of office are the same as those for eligibility.
- 3. Class distribution of offices:
  - a. from the rising Senior Class shall be elected the President and the Vice-President of the Student Government Association, the Judicial Chairman of the Association, no more than three House Presidents, three Judicial Board Representatives, the Editor of the *Briar Patch*, and the Chairman of the Social Activities Committee.
  - b. from the rising Junior Class shall be elected the Secretary and the Treasurer of the Association, no more than three House Presidents, three Judicial Board representatives, and the Chairman of the Orientation Committee.
  - c. from either the rising senior or the rising Junior Classes

shall be elected the Editors of the Sweet Briar News and the Brambler.

- d. from either the rising Senior or the rising Junior Classes shall be appointed the Chairman of Campus Chest, the Chairman of the Student Development Fund, and the Editor of the *Students' Handbook*. These appointments shall be made by the Executive Board after consultation with those presently holding the above positions.
- e. from the rising Sophomore Class shall be elected no more than three House Presidents and three Judicial Board Representatives.
- 4. Prior to her Junior year a student may not serve two consecutive years on the Executive Board, the Judicial Board, or the College Council. A student may serve on any board her Junior or Senior years.

### B. Nominations

- The five-groups for nominations are composed of the following candidates for offices:
  - a. Group I (to be elected in a Student Government meeting)
    - 1. President of the Student Government Association
    - 2. Chairman of the Judicial Board
    - 3. Secretary of the Student Government Association
    - 4. Treasurer of the Student Government Association
  - b. Group II (to be elected in class meetings) Class Presidents
  - c. Group III (to be elected by ballot)
    - 1. Vice-President of the Student Government Association
    - 2. Judicial Board representatives
    - 3. Chairman of the Orientation Committee
    - 4. Editor of the Sweet Briar News
  - d. Group IV (to be elected by ballot)
    - 1) House Presidents
    - 2) Chairman of the Social Activities Committee
    - 3) Editor of the Brambler
  - e. Group V (to be elected in class meetings)
    - 1) Vice-President of the Class

- 2) Secretary of the Class
- 3) Treasurer of the Class
- 4) Editor of the *Briar Patch* (at a meeting of the rising Senior Class)
- f. the following people shall be appointed by the Executive Board after consultation with those presently holding the positions:
  - 1) Chairman of Campus Chest
  - 2) Chairman of the Student Development Fund
  - 3) Editor of the Students' Handbook
- 2. To be a candidate for Groups I, II, III, IV, and V, a student must sign her name on a ballot at a time and place designated by the Vice-President of the Student Government Association. Those students who are abroad their Junior Year may be nominated by resident students.
- 3. Elections shall be conducted by the Student Government Association before Spring Vacation of each year.
- 4. After Group V elections have been held and the above appointments have been made, other officers shall be elected by their respective organizations.
- Newly elected officers shall assume their duties after spring vacation.
- D. If a vacancy occurs in any office of the Association, the President shall ask the person who ranked next on the ballot in the last election to fill the office. Temporary vacancies shall be filled by appointment of the Executive Board.

### Section VII—Amendments to By-Laws

By-Laws shall be amended by the same procedure as that used for amendments to the Constitution with the exception that final adoption of an amendment requires a majority vote of the College Council and of the Student Body.

### EXECUTIVE BOARD MEMBERS

PresidentFrances KirvenVice-PresidentFrancine FrateSecretaryJ. P. PowellTreasurerBetsy West			
House Presidents			
CarsonMENY HILLDewEMILY GOOCHGrammerCARTER BURNSGrayGINNY KAY BALDWINMansonKATE BUSTERMeta GlassLINDA DUKERandolphCECELIA WILLIAMSONReidSUE THOMPSON			
Vice-President of Senior Class			
JUDICIAL BOARD MEMBERS			
Judiciary ChairmanAnn BanksVice-ChairmanAdaline AllenSecretaryAnn TremainAdaline Allen			

PATTY SKARDA

(ANN ARNSPIGER

HAPPY WATTS

Nancy Wendling
A. V. Grice

### EXECUTIVE BOARD MEMBERS



Top Center: Frances Kirven; first row, left to right: Francine Frate, J. P. Powell, Betsy West, Meny Hill; second row: Emily Gooch, Carter Burns, Ginny Kay Baldwin, Kate Buster; third row: Linda Duke, Cecelia Williamson, Anne Kinsey, Ginny Stanford; fourth row: Loring Harris, Penny Oliver. Not pictured, Sue Thompson.

### JUDICIAL BOARD MEMBERS



Top Center: Ann Banks; first row, left to right: Adaline Allen, Jeanne Forsyth, Patty Skarda; second row: Ann Arnspiger, Ann Tremain, Nancy Wendling; third row: A. V. Grice, Connie Haskell, Happy Watts.



## THE HONOR SYSTEM

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### Statement of Policy of Sweet Briar College

Any student accepting a place at Sweet Briar College should know that the College will not tolerate extremes of social behavior which are injurious to the individual, the community or the College. The misuse of alcohol or drugs and sexual behavior which affronts contemporary moral standards will not be condoned.

The President's judgment suffices in dealing with incidents in these areas, and the penalty of suspension or expulsion may be used at her discretion.

The President and the Deans will be willing to clarify the College's interpretation of the above statement as well as its definition of acceptable behavior in particular circumstances.

Any student unwilling to acknowledge such authority on the part of the College is advised to withdraw.

The Honor System is based upon the fundamental belief that harmony in community living is best achieved when it has as its basis honor and mutual trust. Each student at Sweet Briar is thus required, under pledge, to govern her behavior according to the standards and principles set forth under the Honor System. Realizing that the following are standards by which our society, both on and off campus, is governed, the student is under obligation to uphold them:

- 1. Integrity of one's word
- 2. Respect for the property of others
- 3. Honesty in academic work (including preparation of classroom work, papers, laboratory work and notebooks, test and examinations)
- 4. Responsible judgment and discretion in one's conduct.

### THE HONOR PLEDGE

After passing the Student Government test at the beginning of her first year at Sweet Briar, every student is expected to sign the honor pledge, without reservation, indicating that she will adhere to the principles of the Association as long as she is a member thereof.

I PLEDGE THAT I WILL GUARANTEE THE VALIDITY OF MY WORD, MAINTAIN ABSOLUTE HONESTY IN MY WORK, AND RESPECT THE PROPERTY OF OTHERS. REALIZING THAT THESE STANDARDS ARE AN INTEGRAL PART OF LIFE AT SWEET BRIAR, I HEREBY ASSUME MY OBLIGATION TO UPHOLD THEM AND TO ABIDE BY THE REGULATIONS OF THE COLLEGE. I WILL REPORT MYSELF AND ASK OTHERS TO REPORT THEMSELVES FOR ANY INFRACTION OF THIS PLEDGE.

When a student signs the pledge, she automatically gives up the right of private judgment as to which of the regulations she will uphold. By signing the pledge, she promises to uphold each one of the Sweet Briar regulations, realizing that each is important to her safety, to the community as a whole, and to the ideals of the College.

When every member of the Sweet Briar community adheres to the above principles, we insure and preserve a free community in which we move without restraint and in common trust of one another. The student will thus find the most freedom within the campus society if she is in accord with its standards of procedure and behavior. Whether or not these regulations are consonant with those she has experienced before entering college, by signing the pledge she makes herself responsible for regulating her behavior within the limits set until they have been changed through orderly process. Adherence to the principles of the Honor System and the regulations therein is absolutely necessary for harmonious community living.

In order to avoid external controls as much as possible we depend upon certain means of self-enforced discipline.

- 1. The student must record and report herself for her infractions of the Sweet Briar regulations. If there is cause to think that specific infractions are occurring, judicial representatives in accordance with judicial procedures, have the power to ascertain whether or not this is true.
- 2. The student is first of all responsible for her own behavior. If she witnesses a breach of the regulations or of good conduct, she is honor bound, by signing the Pledge, to ask the offender to report herself. If the offender fails to report herself, it is within another student's power to report to the proper Student Government officer. Signing the Pledge does not commit a student to report an offender, but it does commit her to ask the offender to report herself.
- 3. Certain rules concerning smoking and drinking were made for the safety of students and with the welfare and atmosphere of the campus in mind. A breach of these rules will be treated with the utmost severity (e.g., suspension or expulsion).
- 4. The following infractions are recording offenses. All other infractions or regulations must be REPORTED to the proper judicial representative.
  - a. Signing in under ten minutes late on the housebook (not on a late permission or pink slip)
  - b. Forgetting to sign out or in on the housebook unless you are absent for more than two hours without notifying the college
  - c. Leaving Charlottesville or Lexington after the specified time.

### THE HONOR REGULATIONS

### I. Academic Regulations

THE VALIDITY OF THE SWEET BRIAR DEGREE DEPENDS UPON THE INTEGRITY OF THE WORK WHICH IT REPRESENTS. Therefore principles of academic honesty are an essential part of the Sweet Briar Honor System. In accordance with these principles the following regulations have been established:

### A. Examinations and tests

- 1. All tests and examinations are given under the Honor System. The student's signature signifies that the information given is her own on a test or paper. It is regarded as a guarantee of honest work.
- 2. It is suggested that only those materials needed for the examination be brought into the examination room. For their own protection students are advised not to bring notebooks into classrooms where tests and examinations are to be held.

### B. Papers

Students shall give due and appropriate acknowledgment of the work of others when that work is incorporated into the writing of their own papers. Any form of plagiarism violates the integrity of the student's work. In cases of doubt, students should ask instructors, and instructors are requested to be definite and explicit in explaining the proper procedure for the work involved.

- Quotations must be clearly marked and sources of information or of ideas or opinions not your own must be indicated clearly in all written work. This applies to paraphrased ideas as well as direct quotations.
- Unless otherwise directed, every student working in a laboratory is expected to make all necessary measurements, drawings, etc., from her own independent observations of the material provided.

### C. Instructor's procedure upon infraction

- 1. If an instructor observes a possible breach of academic honor he should promptly confer with the student involved.
  - a. Unless convinced that no such breach has occurred, the instructor should urge the student to report the affair to the Judiciary Chairman of the Student Government Association.

- b. If the student neglects to do so promptly, the instructor should so report the case himself.
- 2. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman.
- 3. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the college.
- 4. Expulsion, suspension, and, in the case of academic matters, suspension of pledge shall be recorded on the student's permanent record. In either of the latter two cases the record of the penalty shall be expunged upon the granting of a Sweet Briar degree.

### II. Library Regulations

- A. All library material must be signed for at the desk before being taken from the building.
- B. Reserve books must be replaced on the proper shelves and may not be removed from the library until the time designated.
- C. Disregard of library regulations concerning reserve books and periodicals is a Student Government offense. (You are especially reminded that the removal of any library book under any circumstances not included under library regulations shall be considered as a serious breach of honor.)
- D. All library regulations apply also to the departmental libraries in Babcock and Guion.
- E. For further information about library conduct see pp. 81-82.

### III. Drinking Regulations

- A. There shall be no drinking at Sweet Briar College either by students or by their guests.
- B. Students may not have alcoholic beverages in their possession on campus. This includes keeping such beverages in registered student cars.

NOTE: Although the Association does not undertake to give legal advice, it wishes to call the attention of everyone to the Virginia State Law concerning alcoholic beverages. According to this law, it is a misdemeanor (1) for any holder of a license to sell any

alcoholic beverages to any person who is less than twenty-one years of age, (2) for any person under twenty-one years to falsely represent his age to be twenty-one or older in order to purchase alcoholic beverages and (3) for any person to purchase alcoholic beverages for another person who he has reason to know is under twenty-one years of age. Beer with an alcoholic content of 3.2 may be sold to those 18 years of age or older. Students while residents in Virginia are expected to conform to this and all other laws of the state.

#### IV. Fire Prevention

- A. No fire may be made in any room.
- B. No candles may be used in the dormitory rooms. Permission to use candles in the parlors or common rooms must be obtained from the Assistant to the President of the College, and any question of fire prevention should be referred to him.
- C. Nobody may sit on fire escapes; nothing may be placed on the fire escape or ladders.
- D. A false ringing of the fire alarm is an extremely serious offense and will be treated accordingly.
- E. Smoking is permitted only in the following places:
  - 1. The dells. The area between Dew and the Gymnasium is not a dell.
  - 2. The roads leading off the immediate campus except the road to the gate. These include the main road to the lake and Elijah Road beyond the fork.
  - 3. The arcades in the residential quadrangle (the ground level passageway from Randolph to the Post Office entrance is a non-smoking area).
  - 4. Dormitory smoking rooms at any time (Exception: Emily Bowen and Amherst County Rooms are closed at 1:00 a.m.)
  - 5. Dew, Gray, Randolph, Grammer, Reid and Meta Glass parlors only with guests or during official meetings.
  - 6. The main lobby of the Meta Glass Dormitory.
  - 7. The refectories at dinner on Friday and Saturday nights, Sunday noons, and late Sunday breakfast.
  - 8. On the upper level of the boathouse in a party registered with the Head of Lake and on the lawn near the boathouse.

- 9. In faculty and staff offices only when a faculty or staff member is present and gives permission.
- Outside the gymnasium during intermissions of special college events.
- 11. In Babcock lobby (except prior to College events in the Auditorium); in Babcock Smoking Lounge.
- 12. In cars on campus.
- 13. The Date House.
- 14. In A. A. room during meetings and special college functions.
- 15. On the patio outside of the Emily Bowen Room, the Date House patio and the patio beside Boxwood Inn (when the Inn is open).
- 16. On the sundeck of Meta Glass and all upper arcades.
- 17. Senior stairs.
- 18. Junior Bench.
- 19. Greenroom in Babcock.
- 20. Guion seminar rooms.
- 21. Dew basement typing room.

## V. Absences from Campus

- A. Non-overnight absences
  - 1. Without late permission
    - a. Signing out on housebook
      - 1. No student may leave before 6:00 a.m.
      - Another student may sign out for you if you have forgotten to do so. Upon returning to the college you must report yourself if you were not signed out within two hours of your absence.
      - 3. Anyone changing address while on housebook from "area" to outside area must call back within two hours of arrival at new destination. Forgetting to call back within the allotted time is a reporting offense.
      - 4. All on-campus dates\* must be registered (including the hour of his arrival and the hour of his departure). Entertaining a young man for a period of over thirty minutes is considered a date.

<sup>\*</sup>Each student will be responsible for the behavior of her guests and for informing them of the rules they are expected to observe while visiting the college.

- b. Signing in on housebook (date must leave before a student signs in)
  - 1. All students must sign in on housebook

a. Sunday-Thursday:

11:00 p.m.

b. Friday:

12:00 midnight

c. Saturday:

1:00 a.m.

- 2. Enforcement
  - a. Self recording for lateness under 10 minutes
  - b. Self reporting for lateness over 10 minutes
- It is a Student Government offense to sign in for another student.
- 2. With late permission
  - a. Signing out on housebook and green sheet
    - It is a Student Government offense to sign out for a late for another student.
    - 2. Lates will not be given over the phone.
    - 3. Lates are not to be signed out for after the closing hour.
    - 4. Lates may not be taken in conjunction with an overnight absence. Students must sign in on a pink slip before signing out for a late.
  - b. Signing in on green sheet in the dormitory (date must leave before a student signs in)
    - 1. Students must be signed in by 12:00 midnight.
    - 2. Any lateness on a late permission is a reporting offense.
  - c. General information concerning lates
    - 1. Quotas for lates:
      - a. Seniors: unlimited
      - b. Juniors: unlimited
      - c. Sophomores: 16 per semester
      - d. Freshmen: 3 first semester, 6 second semester
    - 2. Extended hours:
      - a. Sunday-Thursday:

12:00 midnight

- b. No late permission given on Friday and Saturday
- 3. Places lates may be taken on campus:
  - a. Parlors: Meta Glass, Reid, Grammer, Dew (main

parlor and E. B. Room), Randolph (small parlor), and Gray (front parlor.)

- b. Date House
- c. Boathouse and outdoor fireplace (registered party of not less than 4 people).
- d. Outdoors within the dormitory quadrangle; also on the road in front of the gym.
- e. Any abuse of the late privilege is a reporting offense.
- 3. Freshmen may date on Friday, Saturday and Sunday. In the first semester they may have two week-night dates after the first six weeks of classes. They may have three week-night dates during the second semester.

### B. Overnight absences:

- Overnight absences must be planned in accordance with parental permissions on file in the Office of the Dean of Students and will be subject to the approval of the dean's staff. Students are responsible for all academic work missed by class absences.
- 2. Any student who absents herself from the campus for an overnight leave without properly signing-out or who deliberately misrepresents information regarding an overnight absence will be suspended from the college automatically for the remainder of the semester without the privilege of taking course examinations.
- 3. Signing out: pink slips (each student must fill in her own slip.) A student's signature on the pink slip verifies that the information given is true and correct. All non-seniors must have the permission of the Dean of Students.
- 4. ALL CHANGES OF ADDRESS MUST BE REPORTED TO THE RESIDENT COUNSELOR ON DUTY. THIS IS FOR YOUR PROTECTION IN CASE OF AN EMERGENCY. THE PHONE NUMBER IS 381-5100. (This includes notifying the resident counselor on duty if you are returning a day earlier than expected.)
- 5. Signing in: pink slips in the Refectory. (Each student must sign in for herself.) Students must sign in by 11:00 p.m. whenever on a pink slip.

6. Overnights allowed:

(Overnights taken with parents visiting in the area are not counted in a student's quota.)

a. Freshmen:

1. 5 nights during the first semester; 10 nights during the second.

2. Freshmen may not be away overnight during the first six weeks of academic work with the one exception that they are allowed to take one of their present quota of overnight absences on either a Friday or Saturday night after the first 4 weeks of classes.

3. Not more than two consecutive nights of absence from the college are permitted unless a freshman has a credit ratio of 1.50 or above in the work of the first semester. In that case she may be away for three nights consecutively, and that not more than once.

b. Sophomores:

1. 12 nights during each semester.

- 2. Exception: In the second semester, Sophomores who have earned a cumulative credit ratio of 1.50 will be permitted to take overnight absences at their discretion.
- Sophomores may not be away from the college more than 4 nights consecutively and that not more than once in a semester.
- c. Juniors and Seniors:

May take overnight absences at their own discretion.

d. All classmen:

Any student of any class who is placed on the academic probation or on the academic warning list at the end of the semester will be limited to 8 nights during the semester in which she is on the probation or warning list.

5. Only in cases of emergency or a late invitation should overnight permission be requested at other than the following specified hours of the Dean of Students:

Wednesday and Thursday afternoons: 2:00-4:30 p.m. Thursday morning: 9:00-12:30 p.m.

Thursday morning: 9:00-12:30 p.m.

#### C. Vacations:

A student may not schedule an arrival at the college by train, bus, car or plane after a vacation or recess between the closing hour and 6:00 a.m.

web

## VI. Social Affairs off Campus

- A. A student must remember that she, in her behavior off campus as well as on, is a representative of the Sweet Briar community. Standards of conduct established by law and social custom lie at the basis of the following regulations.
- B. The College is opposed to a student's visiting a man's room or apartment unless a third person is present. Freshmen and sophomores, until they have completed three semesters, may not enter men's rooms or apartments in Charlottesville or Lexington or in the Amherst-Lynchburg area unless they are in a group of not less than three people. The College will rely upon the discretion of juniors and seniors and of sophomores in this respect. (Students of all classes are urged to give special consideration to their conduct in the Amherst-Lynchburg area.)
- C. Students may not enter private hotel or motel rooms in the Lynchburg-Amherst area or in Charlottesville or Lexington unless accompanied by their own or other students' parents. (Regulations A and B apply during Thanksgiving and Mid-year recesses also.)
- D. Students must return to the place where they are staying in Lexington and Charlottesville by 2:00 a.m., and must leave their dates at this time. Any lateness is a reporting officense.
- E. On the following dance week ends in Charlottesville and Lexington, students must return to the place where they are staying by 3:00 a.m. on Friday and Saturday nights and must leave their dates at this time.

Openings
Homecomings
Mid-Winters
Easters

Openings
Homecomings
Fancy Dress
Spring Dances

Openings
Ring Figure
Mid-Winters
Easters

of the University of Virginia

of Washington and Lee University

of Virginia Military Institute\*

<sup>\*</sup>The 3:00 a.m. extended hour applies to dates with first classmen for all the above weekends but to dates with second classmen only for Ring Figure.

- F. For safety's sake and out of courtesy students are asked to report to their Charlottesville or Lexington hostess as soon as possible, preferably by going to the house or by telephoning if the former method is not feasible. The hour of 8:00 p.m. is the deadline for such reporting.
- G. Students may not go out in the morning before 7:00 a.m. when visiting in Charlottesville or Lexington.

### VII. Motoring Regulations

- A. Students are reminded at all times to allow ample time for returning to college, especially in bad weather.
- B. Students may not drive from Sweet Briar to Charlottesville or Lexington or other points of comparable distance after 7:00 p.m.
- C. When returning to Sweet Briar:
  - 1. Students are to leave Charlottesville city limits not later than  $1\frac{1}{2}$  hours before the closing hour.
  - 2. Students are to leave the Lexington city limits not later than 11/4 hours before the closing hour.
  - 3. If a late permission is taken in conjunction with a day trip to Charlottesville or Lexington:
    - a. Students are to leave the Charlottesville city limits 1½ hours before the termination of the late permission.
    - b. Students are to leave the Lexington city limits 11/4 hours before the termination of the late permission.

## D. Change in transportation:

- 1. Overnight absences must be reported:
  - a. to the family, if the student is at a private home.
  - b. to the hostess, if the student is in Charlottesville or Lexington.
  - c. to the resident counselor on duty, if neither of the above applies.
- 2. Non-overnight absences outside the Amherst-Lynchburg area must be reported to the resident counselor on duty.
- E. A student may motor within a 100 mile radius of the college. After dark she is urged to use the main highways.

### F. Student custody of automobiles:

#### 1. General use of automobiles:

Only students of the Senior Class with full class standing and who are not on academic probation or warning, and students of the Junior Class with full class standing and with a cumulative credit ratio of 1.20 may have cars on campus or in the vicinity of the College. (The cumulative credit ratio must be 1.20 for the second semester for a junior to retain the privilege.) College Council reserves the right to revoke the privilege at any time if they judge that the circumstances warrant it. Under no other circumstances may a student maintain or have custody of an automobile, either her own or that of another person, while enrolled at Sweet Briar without special permission of the Dean of Students.

#### 2. Regulations on the use of cars:

- a. Students are required to abide by the Virginia state motor vehicle regulations. A written test on these regulations, administered by the Judicial Board, must be taken within one week after the car is registered. Failure to pass the test or to take the test within the designated time will be followed by removal of the privilege until the test is passed. Copies of the handbook of the Virginia Department of Highways will be provided.
- b. Cars must be parked on the campus only in the lower Meta Glass parking lot.
- c. Speed limit on campus is 15 m.p.h. except where otherwise indicated.
- d. Number of persons in the car must not exceed its registered capacity.
- e. Students must have permission of their parents or guardian to ride in cars operated by students.
- f. A student may not borrow another Sweet Briar student's car.
- g. During the daylight hours a student may drive her car unaccompanied on the main road between Amherst and Lynchburg.
- h. Beyond Amherst and Lynchburg a student may drive her car during the daylight hours within the 100 mile radius if accompanied by at least one person.

- i. After dark hour, a student may drive her car on the main highway to Amherst and to Lynchburg if accompanied by at least one person.
- Driving after the dark hour beyond Amherst and Lynchburg requires special permission from the Office of the Dean of Students.
- k. Any accident, regardless of seriousness, must be reported at once to the Office of the Dean of Students.

#### 3. Enforcement:

- a. Violations of the above regulations are handled by the Judicial Board as reporting offences. Violation of any regulation may be followed by removal of the privilege for the student concerned.
- b. The Office of the Dean of Students reserves the right to suspend the car privilege when weather conditions are of questionable safety. Any student violating the suspended privilege will lose the car privilege for the remainder of the year.

#### 4. Temporary use of cars:

Students, other than senior-car and junior-car registrants, may have custody of another's car (but not that of a Sweet Briar student) under the following circumstances:

- a. That the purpose be for a designated trip beyond the Amherst-Lynchburg area.
- b. That permission be obtained from the Office of the Dean of Students in advance of the car's coming to the campus and registered promptly with the Security Police Officers. (If a student is in Charlottesville or Lexington and wishes unanticipated permission to bring a car to Sweet Briar, she should telephone the Resident-Counselor-on-Duty for permission and should register the car immediately upon return with the Security Police Officers.)
- c. That there be at least one other passenger with a student driver.
- d. That the trip occur between 7:00 a.m. and the dark hour as posted on Gray bulletin board.
- e. That the car, while on campus, be parked in a parking lot designated by the Security Police.

- f. That the car be subject to a parking fee if at the college more than three days.
- 5. Students may not ask to borrow an automobile owned by a faculty or staff member. They may drive such a car only when asked to do so for the convenience of the owner.

#### VIII. Married Students

A student already enrolled who wishes to continue her college course after marriage must submit to the Dean, not less than one month before the marriage, her written request accompanied by a letter from her parents. Each request is considered by the Dean in conference with the President, and a decision is made with full regard for the particular circumstances. It is expected that a married student will reside with her husband or her parents. Any other arrangement must have the prior approval of the Dean. The College reserves the right to require the withdrawal of a student who has married secretly.

#### GENERAL PERMISSION BLANK

١.	Students mu	st have parental permission for the following:
	1(YES OR NO	general permission to motor with dates off campus.
	2(YES OR NO	general permission to motor with dates between Charlottesville, Virginia, and Sweet Briar or Lexington, Virginia, and Sweet Briar, distances of approximately fifty miles over mountainous roads, between dusk and 1 a.m.
		general permission to motor off campus in an auto- mobile operated by another Sweet Briar student.
	4.	general permission to operate an automobile owned by another, with or without the owner present:  _a. for general use (having temporary custody of another's automobile).
	(YES OR NO	_b. in cases of emergency only.

٥.		general permission to motor to distant points when on
		week-end absences or when leaving campus for a college vacation.
6.	(YES OR NO)	general permission to use commercial airlines.
		general permission to visit men's colleges.
8.		
0,		general permission to stay overnight at a rooming house:
		a. at ones, approved by the College, in Charlottesville and Lexington.
	(YES OR NO)	b. at ones in other men's college towns.
9.		general permission to stay at a hotel: a. without a chaperon but with another girl or with a group of girls.
		b. alone.
	(YES OR NO)	
0.		general permission to stay at a motel:
-	(YES OR NO)	a. without a chaperon but with another girl or with a group of girls.
-	(YES OR NO)	b. alone.
1	(YES OR NO)	general permission to ski.
2	(YES OR NO)	general permission to attend beach parties.

B. These permissions will be required for each separate occasion unless a general permission is filed in the office of the Dean of Students covering, for an individual student, the situations mentioned above.



# **ACADEMIC RULINGS**

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All students are expected to be familiar with the academic regulations and procedures in this section, which consist of excerpts from the Handbook of Faculty Rulings. Other faculty rulings will be found in the catalog of the College. A student who does not understand any ruling should consult the Dean. Ignorance of the regulations will not be an acceptable excuse for failure to comply with them.

### I. Registration, Changes of Program, Schedules

- A. 1. Registration of students in course takes place in the spring semester at a time designated by the Recorder. Registration of transfer students and of former students returning after a term of absence takes place during the opening week of the academic year.
  - 2. Freshmen must submit their choice of courses to the office of the Dean by July 15 and will be registered in advance of opening week, their program being subject to changes which may be made as a result of placement tests or for other acceptable reasons.
  - 3. The registration of all students must be completed before the first scheduled class of the academic year and all students are required to attend the Convocation at the opening of the year. Rooms will not be held for students beyond the hour set for Convocation, unless an acceptable excuse has been presented to the Dean before that time.
- B. 1. For students in course, changes of program for either the first or second semester may be arranged after the scheduled registration period and until May 1 by a revised schedule card signed by the adviser or major professor.
  - 2. After May 1 and until September 1, the Dean may permit changes of program for the first semester. A fee of \$10 will be charged. No changes of program may be made between September 1 and the end of the first day of classes in the first semester. Necessary changes may be made, with the approval of the Dean and on payment of a fee of \$10, between the second day of classes and the end of the second week of the semester.
  - Changes for the second semester may be made between May 1 and December 1. For changes made after December 1 a fee of \$10 will be charged.

- 4. In case of the failure of the student to secure a passing grade in a first semester course, a necessary change in program may be made in the first week of the second semester. No fee will be charged in such a case.
- 5. The Dean is empowered to waive the fee in any case if in her judgment this is justified. The fee will be waived in the case of new students for their first year in the College and, in the case of students returning after a term of absence, for any changes made during the first semester.
- 6. A student may not enter a course later than the end of the second week of a semester. A student who drops a course after the fourth week of the semester, or, in the case of a first semester freshman, after the eighth week, automatically incurs an F in that course. Exceptions may be made by the Dean at her discretion or on the recommendation of the College Physician. Such exceptions shall be reported to the Executive Committee of the Faculty.
- 7. A change of program is not valid until the completed form is presented to the Recorder by the student.

#### II. Courses of Instruction, Hours and Credits, Requirements for Graduation and Class Standing

- A. 1. The announcement of courses to be offered shall each year be presented by every department to the Committee on Instruction for its consideration and recommendation to the Faculty which must approve all course offerings.
  - No change from the catalog announcement of credit hours or number of hours of meeting may be made without the approval of the Committee on Instruction.
  - 3. In courses where additional hours may be taken for credit, the additional hours must be taken concurrently with the course. The permission of the instructor for the extra hour or hours must be given in writing to the Recorder.
- B. 1. Permission to audit a course must be obtained from the instructor and approved by the Dean.
  - 2. A student must obtain special permission from her faculty adviser and the Dean, and the approval of the College Physician, in order to carry more than 17 hours of academic work or more

than six different courses. Courses being audited are counted in the total.

- 3. A student may not carry less than 12 credit hours of academic work. The Dean is empowered to grant exceptions to this ruling. If the reason is one of health, the recommendation of the College Physician is required.
- C. 1. The credit ratio is the ratio of the total number of quality points to the total number of semester hours taken, excluding physical education, grades in which are not counted in computing the credit ratio.
  - 2. The credit ratio is computed as follows: for each semester hour of A, 3 quality points; B, 2; C, 1; D, 0; F, -1. For every hour of plus add .3; for every hour of minus, subtract.3.
  - In computing the ratio, courses which are reported as incomplete, conditioned or failed are counted.
  - 4. Courses completed at another institution, including the Junior Year in France, are not counted in computing the credit ratio.
  - The grade on the comprehensive examination will not be computed in the credit ratio or major rating.
- D. 1. In order to be eligible for the Sweet Briar degree, a student must present 120 semester hours of credit, in addition to the required work in physical education, and must have a cumulative credit ratio of not less than 1.00 on the courses taken at Sweet Briar. She must satisfy the distribution requirements for the degree as specified in the catalog.
  - 2. A minimum of two years of residence, one of which must be the final year, is required for the degree and not less than 60 semester hours of credit presented for the degree must have been earned at Sweet Briar.
  - 3. Every candidate for the degree must pass a comprehensive examination in her major subject. (See III, D, below.)
  - 4. A credit ratio of not less than 1.00 on all courses offered to fulfill the major requirement is required for graduation.
  - 5. The diploma must be made out in the full legal name of the student at the time the degree is conferred.

- 6. A student who after eight semesters of work fails to meet the general credit ratio or the credit ratio in her major required for graduation may be permitted to return to college for one semester in the year following. She must carry not less than twelve hours of work for credit and must have a credit ratio of 1.00 for her entire college course and a credit ratio in her major of 1.00 in order to obtain the degree.
- 7. Exceptional cases may be referred by the Dean to the Executive Committee of the Faculty.
- E. 1. For senior standing a student must have passed at least 88 semester hours of work and have a cumulative credit ratio of not less than 1.00 and must have met the degree requirements in foreign language and physical education.
  - 2. For junior standing in the first semester a student must have passed 55 semester hours; in the second semester, 72 hours; in each case with a cumulative credit ratio of not less than 1.00.
  - 3. For sophomore standing in the first semester, 28 semester hours; in the second semester, 42 semester hours; in each case with a cumulative credit ratio of not less than 1.00.
  - 4. A student who fails to earn the hours or credit ratio or other stipulations required for full class standing will be carried on the roll of her class as a Conditional Sophomore, Junior or Senior and will not be entitled to the social or non-academic privileges of her class until she has achieved full class standing.
- F. 1. Any student who fails to meet the requirements for class standing will be reported by the Dean to the Committee on Student Eligibility which may place the student on probation or the warning list or may declare her ineligible to continue her college course.
  - 2. A student who, having been on probation for two consecutive semesters or for any three semesters, fails to achieve a cumulative credit ratio of 1.00 may be declared ineligible to continue in the college. Exceptions to this rule may be made on the recommendation of the Dean by the Committee on Student Eligibility.

#### III. Tests, Examinations, Grades

- A. 1. All tests and examinations are given under the honor system.
  - 2. The student's signature to any written work is regarded as a pledge of honest work.

- B. 1. Examinations for each course are held at the end of each semester and are scheduled in accordance with a plan approved by the Faculty.
  - 2. If a department or instructor wishes to substitute some other piece of work for an examination, the Dean must be informed in advance and not later than one month before the end of classes within the semester. The Dean will notify the Recorder if no examination is to be given.
  - 3. A copy of each course examination, both mid-year and final, must be filed in the Recorder's Office.
  - 4. Course examinations are normally of two hours' duration and must be terminated promptly. An instructor who wishes to give an examination of longer duration must request the prior approval of the Dean.
  - 5. All course work must be completed by the last day of classes in each semester.
- C. 1. If, preceding an examination or hour test, a student feels ill, she shall report immediately to the Infirmary. If the College Physician determines that the student is unable to take the examination or test on schedule, the instructor, in consultation with the College Physician, shall determine the time and place for a deferred examination or test.
  - 2. If a student is in the Infirmary at the time scheduled for an examination or test, she may, with the permission of the Physician, take it in the Infirmary. By arrangement with the instructor, however, she may take it at a later time after she has left the Infirmary.
  - 3. Examinations and tests taken in the Infirmary are conducted under the honor system.
  - 4. If a student is absent from an examination for reasons other than health, she must forfeit credit for the course unless she presents for such absence an explanation satisfactory to the instructor and the Dean. If she is absent from a test without a satisfactory excuse, she will receive a grade of F for the test.
- D. 1. Every candidate for the degree must pass a comprehensive examination in her major subject. The examination shall be given in the final semester of the senior year at the time specified in

- the official Calendar. It will not be given at any other time nor at any place except Sweet Briar.
- 2. The grade for the comprehensive examination shall be recorded as "With Distinction," "Satisfactory" or "Unsatisfactory."
- The grade for the comprehensive examination shall be given to the Recorder who will inform the student whether she has passed. Grades may not be given to any student or her parents by an instructor.
- 4. If a student fails the comprehensive examination, she is eligible for one re-examination only, which may not be taken before the following September but must be taken within the academic year following that in which she first took the examination.
- E. 1. Grades are to be assigned with the following meaning: A indicates excellent work; B, good; C, average; D, poor but passing; E, condition; F, failure.
  - 2. a. In the case of year courses the numbers of which are connected by a hyphen, a grade shall be given at the end of the first semester but the grade given at the end of the second semester shall be the final grade for the year.
    - b. In year courses the numbers of which are separated by a colon, the grade for each semester is separately recorded but the second semester must be completed if credit is to be allowed for the first semester.
    - c. In year courses the numbers of which are separated by a comma, the grade for each semester is separately recorded and graded, but the first semester is a prerequisite for the second unless otherwise indicated in the course description in the catalogue.
  - 3. a. If the mid-year grade in a year course is an F, the instructor shall decide whether the work of the first semester must be repeated. If the final grade is an F, the instructor shall decide whether both semesters or only the second semester must be repeated before a final grade may be given for the course.
    - b. If a grade of F is obtained at the end of the first semester of a year course and the course is then dropped, the grade shall be counted for one semester only. If the course is

continued into the second semester and dropped after the fourth week of the semester, a grade of F will be recorded for the year.

- F. 1. In case the grade at the end of any semester is F, E (Condition) or Incomplete, the instructor shall complete a report thereof in duplicate on a form available in the Dean's Office. This report is to be given to the Dean at the time the grades are reported to the Recorder.
  - 2. Failure in a required course shall be removed by repeating the course either at Sweet Briar or at another institution, subject to the approval of the Dean and the head of the department concerned. If a student fails a required course twice, she may be declared ineligible to remain in college.
  - 3. A grade of E (Condition) indicates that, in the judgment of the instructor, the student should be given an opportunity to present further evidence of her proficiency before receiving a final grade for the course because (a) after doing satisfactory work she has failed a final long paper or examination; or (b) her work, while not clearly failure, is not of passing quality, yet a repetition of the course is not desirable.
  - 4. An E (Condition) on the first semester's work in a year course may be removed by passing a re-examination to be taken within the first two weeks of the following semester. At the discretion of the instructor, a student may be allowed to continue in the course without a re-examination; and if the final grade is C or above, the Condition shall be regarded as removed.
  - 5. An E (Condition) on a one semester course or at the end of a year course may be removed by repeating the course or by passing a re-examination within the first two weeks of the following semester. The re-examination must be taken at Sweet Briar. If the student fails to remove the Condition by either method, a grade of F shall be recorded.
  - Incomplete indicates that a substantial piece of required work has not been completed but under circumstances which merit an extension of time.
  - 7. A grade of Incomplete may be removed only by the completion of the incomplete work within the first two weeks of the following semester unless under exceptional circumstances an exten-

- sion of time is granted by the Dean in consultation with the instructor. If the Incomplete is not removed within the specified time, the grade of F for the course shall be recorded.
- 8. It is the responsibility of a student who receives notice of Condition or Incomplete in a course to communicate with the instructor promptly and make arrangements for the removal thereof or indicate that she proposes to repeat the course or accept a grade of F.

#### IV. Advanced Standing, Summer Work

- A. 1. Application for credit at Sweet Briar for work pursued elsewhere must be made to the Dean as chairman of the Committee on Advanced Standing. In no case will more than 60 semester hours of credit be allowed toward the degree for work taken elsewhere.
  - 2. Credit is tentative until the student has completed one year's work at Sweet Briar with a credit ratio of at least 1.00.
  - No credit will be granted for work taken at another institution, including the Junior Year in France, if the grade obtained is less than C—.
- B. 1. Not more than 18 semester hours of credit for summer school work will be allowed toward the degree. Students in course must obtain in advance the permission of the Dean and the approval of the department concerned for each course taken in summer school if credit is desired.
  - 2. No credits for summer school work will be allowed in the case of entering freshmen until the student has completed her first year at Sweet Briar with a credit ratio of at least 1.00. If credit is desired, the work must have been taken after graduation from high school.
- C. 1. In connection with a course already completed and in which the grade received was not less than C-, a student may earn an additional hour of credit by summer reading. Normally the course must have been completed in the preceding academic year. A statement of the regulations and permission cards for summer reading are available in the Office of the Dean.
  - No student may receive credit for summer reading in more than two courses in one summer.

- 3. The summer reading will be tested by written examination to be given not more than two weeks after the opening of classes in the first semester. The grade must be reported to the Recorder not later than three weeks after the opening of classes.
- 4. A student who finds it impossible to complete the summer reading must notify the Dean by September 1. If she fails to do so, she will receive a grade of F on the summer reading course.

## V. Calendar, Class Attendance, Due Dates for Papers and Reports

- A. 1. Students shall remain in the classroom for ten minutes after the second bell has rung but may then leave if the instructor fails to meet the class without notice.
  - 2. On days of compulsory attendance ("Calendar Days"), an instructor may not dismiss a class before the hour specified for closing nor may he cancel a class unless the permission of the Dean has been secured in advance.
  - 3. While an earlier date for the completion of term papers or reports may be set by the instructor, the latest date permitted is one week before the end of classes in each semester.
- B. 1. A student is expected to attend all classes and keep all other academic engagements. The responsibility for attendance rests with the student but the instructor shall by the 15th of each month give the Dean the name of any student whose absences, in the instructor's judgment, may have been excessive during the preceding month.
  - 2. All work missed must be made up promptly, and in advance of an absence if it can be anticipated. The responsibility for making up work is the student's if the absence has been unexcused.
  - 3. With the permission of the instructor, a student may change from one section to another in order to make up work. She may not do so in order to remove records of absence or to leave college early before a vacation or recess, or to return late therefrom.
  - 4. Attendance at class (including Physical Education) and all other academic appointments is compulsory on the two days preceding and following a vacation or recess, including the first two days

of each semester. These days are denoted "Calendar Days" on the official Calendar. For an absence on a Calendar Day which has not been excused in advance, the student must present a written explanation to the Dean within two days of her return to College. If she fails to do so or if the explanation is unsatisfactory, the Dean will impose an appropriate penalty.

- 5. An excuse for a late return to college after a vacation or recess must be presented to the Dean of Students before the hour set for return to the college. If the excuse is requested because of the illness of the student, she must bring to the College Physician a letter from her home physician noting the diagnosis, any special tests done, and recommendations if any continuing treatment is indicated. If the excuse is requested because of a family emergency, a letter from the student's parent or guardian must be presented to the Dean of Students.
- A student who is absent from classes for more than four weeks may re-enter classes only with the permission of the Dean. Only in exceptional cases will she be permitted to carry a full schedule of courses.
- The Dean may modify at her discretion the operation of any of the rules regarding attendance.

#### VI. Honors

- General honors are awarded at graduation on the basis of the student's entire undergraduate record, including the comprehensive examination in her major field.
- 2. The requirements for
  - a. the degree cum laude are a cumulative credit ratio of not less than 2.30 and a grade of "Satisfactory" on the Comprehensive examination.
  - b. the degree magna cum laude: a cumulative credit ratio of 2.50 and a grade of "With Distinction";
  - c. the degree summa cum laude, a cumulative credit ratio of 2.90 and a grade of "With Distinction."
- 3. Departmental honors as well as general honors may be awarded to students enrolled in the Honors Program. Depending on the quality of the student's work, she may receive the degree with "Honors," "High Honors" or "Highest Honors" in her major

field of study in accordance with the stipulations for the Honors Program as approved by the Faculty.

- 4. "Junior Honors" are awarded at the beginning of the academic year to the members of the Junior Class who have achieved a cumulative credit ratio of not less than 2.30.
- 5. "Freshman Honors" are awarded at the end of the first semester to freshmen who have earned 36 quality points and have received no grade below C in the first semester.
- 6. Sophomores, juniors and seniors who have earned 38 quality points and have received no grade below C in the previous semester may, on the recommendation of the Dean and with the approval of the Faculty, be named to the Dean's List.

## VII. The Honor System

- 1. If an instructor observes a possible breach of the honor system he should promptly confer with the student involved. Unless convinced that no such breach has occurred, the instructor should urge the student to report the affair to the Judiciary Chairman of the Student Government Association. If the student neglects to do so promptly, the instructor should so report the case himself. When consulted by a student concerning suspicious work which she has observed, the instructor should advise the student to discuss the case with the Judiciary Chairman of the Student Government Association. If an instructor is in doubt about the best procedure in a given case, he should consult the Dean or the President of the College.
- Dismissal, suspension and, in the case of academic matters, pledge suspension and probation shall be recorded in the student's permanent record. These shall be included in a transcript for a non-graduate, but none shall be on a transcript after graduation.

#### VIII. Academic Advisers

- 1. The Dean and the Associate Dean are available at all times for the counselling of students on all matters, though their responsibility lies especially in the academic area.
- The Associate Dean serves as special adviser to freshmen and sophomores.

- 3. After a student has chosen her major field in the spring of her sophomore year, her work will be directed by the adviser to majors in her department.
- 4. The Dean is the general adviser of upperclassmen, of students entering on transfer from other institutions, and of foreign students.

# GENERAL RULES

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#### I. Required Meetings

Students are expected to attend:

- a. Convocations
- b. Student Government meetings
- c. House meetings
- d. Class meetings

The presiding officer at these meetings has the right to call roll at any time. If a student is unable to attend a convocation, she must see the Dean. If unable to attend a Student Government meeting or a house meeting, she must notify her house president before the meeting. If unable to attend a class meeting, she must notify her class president. Penalties for unexcused absences from the Convocations will be set by the Dean; penalties for unexcused absences from Student Government, house, or class meetings will be set by the Executive Board and enforced by the Judicial Board.

## II. House Regulations

#### A. Quiet:

1. Students should be reasonably quiet at all times in the dormitories out of consideration for others.

Particular emphasis shall be given to maintaining quiet:

- a. in the dormitories on weekdays and Sundays from 7:30 p.m. to 7:15 a.m.; on Saturdays from closing hour to 10:00 a.m. Sunday. During class hours there shall be quiet in the dormitories in order that students may be able to study in their rooms. During the weeks of examinations, there shall be 24 hour quiet hour.
- b. within hearing distance of the chapel during chapel or church services.
- 2. Any student, as a member of the Association, shall have the right and shall be under obligation to protest against an unwarranted disturbance in the dormitories. In case of persistent disregard of the rights and comfort of others, she shall be expected to give the student or students creating disturbance a noise warning(s) in accordance with the system established in her dormitory.

## B. Visiting the dormitories:

1. Overnight on campus:

If staying overnight in any place on campus other than her own room (including the Infirmary), a student must sign out on the housebook giving full information.

#### 2. Guests in the dormitories:

- a. Every overnight guest in the dormitories must be registered by her hostess with the Resident Counselor prior to arrival.
- b. No guests may stay in the dormitories more than two consecutive nights.
- c. All guests must abide by the dormitory and campus regulations, as administered by the Student Government Association. It will be the responsibility of the student hostess to advise her guest of these regulations.

#### 3. Male visitors:

If a student wishes to take her father or her brother to her room, she should see that other girls on the hall are notified.

#### C. Dormitory closing:

Dormitories are locked between 12:30 a.m. and 1:00 a.m. Students are to be in the dormitories by this deadline. No student is to unlock or open an outside door already locked for the night.

## III. Campus Regulations

- A. For safety reasons students are asked not to walk after dark in unlighted areas of the campus or on the main campus road from the highway, with the exception that one couple may walk on the highway to the Briar Patch Inn.
- B. Campus limits are defined as: the college gate on the highway, the college boundary on Elijah Road, the lake, the road to the monument above the dairy as far as the monument, and the A. A. Cabin via the direct route. (See map of campus, inside back cover)
  - 1. Students may not walk alone outside of campus limits except to the railroad station, and that only during the daylight hours.
  - 2. All students may use the Outing Cabin, but only in accordance with the rules of the Athletic Association. (See page 94)
  - 3. After dark groups of four or more may use the boathouse in a registered party; the outdoor fireplace at the lake; and the picnic

grounds. They must return to campus by the closing hour or the termination of a late permission.

#### C. Bicycles:

#### 1. Regulations:

- a. All bicycles must be equipped with red rear reflectors or red reflecting tape.
- b. Any bicycle ridden at night must be equipped with a light on the front (either a flashlight inserted into a clip or a complete bicycle light unit).
- c. All bicycles must be registered with the Security Police Officers.

#### d. Parking:

- 1. At no time should a bicycle be parked on any portion of the campus roads or walkways.
- 2. Students will be expected to park their bicycles in racks provided in designated areas.

#### 2. Recommendations:

- a. Lock your bike when it is not in use.
- b. Tag it with your name and address.

#### D. Motorcycles:

Guest motorcycles are not allowed on the campus beyond the parking lot by the Date House.

#### E. Taxis:

- 1. For hired transportation to Amherst, Lynchburg, etc., students are requested to use the regular college service of Jordan Taxi Company: 946-6001.
- 2. Students and dates are not to meet trains at the Sweet Briar Station as the College has given Jordan Taxi Company the responsibility for doing this. At vacations and recesses, Jordan's meets trains automatically at the Sweet Briar Station. At other times students should notify this taxi company of their need to be met.

#### IV. Dress Regulations

(Under jurisdiction of the Social Activities Committee) The dress regulations are based on a belief that a student shows respect to herself and to her college by the appearance she keeps both on and off the campus. It is assumed that a Sweet Briar girl will be neatly and suitably dressed at all times.

#### A. Skirts must be worn:

- To all academic and faculty appointments; to all faculty and staff offices; and in Fletcher, Babcock, Guion and Benedict during class and office hours.
- To all meals.
   (Exception: Riding clothes are allowed at academic appointments and at breakfast and lunch if the ride is scheduled near class time or meal time.)
- 3. In the Browsing Room and in all parlors.
- 4. In Boxwood Inn, in the Briar Batch Inn, in Amherst and Lynchburg and in walking on main highways.

#### B. Informal attire:

- Bermuda length shorts, slacks, short skirts, and kilts may be worn to Saturday breakfast, to late Sunday breakfast, and on campus except during the times and in the places cited in A. (Exception: Skirts must be worn to Saturday breakfast on Parents' Weekend, May Day Weekend, and Commencement Weekend.)
- 2. All shirt tails must be tucked in when outside the dorm, and when in public areas of the dorm.

#### C. Heels must be worn:

- 1. To all evening lectures, concerts and plays.
- 2. To the Sunday noon meal.
- 3. In Lynchburg while shopping.
- D. Hair in rollers is discouraged, but in case of necessity when hair is rolled up, pincurls and rollers must be COMPLETELY covered by a LARGE scarf. Rollers may not be worn in those places cited in A nor in the Emily Bowen Room.

## E. Some additional reminders:

- 1. No bare feet in public areas.
- No sleep-wear may be worn to public functions in Grammer Commons.

- 3. No gym suits are allowed in the library, at meals, or at academic appointments even if covered by a skirt.
- F. Coats and ties are required of men guests in the college dining rooms at evening meals and at Sunday dinner.
- G. Members of the Social Committee will take the initiative to remind students of violations and have the authority to take measures when persistent infractions are noted.

## V. Dormitory Regulations

(Under jurisdiction of Mrs. Kitchen, the Supervisor of Halls of Residence)

- A. Animals: Animals may not be brought into the dormitories by students or kept there as pets. A fine of five dollars (\$5.00) is charged for violations.
- B. Attics: Students are not permitted to go to the attics. If luggage is wanted from the attic, the request must be left in writing before noon of the day it is needed. The request may be left with the maid or with the janitor of the building.
- C. Beds: Students are expected to make their beds by 10 a.m. daily.
- D. Curtains: Only full length curtains are allowed—no cafe curtains.
- E. Decorating Rooms:
  - 1. No thumb tacks, nails, screws, pins, stickers, tape or adherent of any kind, or paste of any discription are to be attached to the walls, woodwork or furniture in the college buildings, either in student rooms or in public areas.
  - Pictures, mirrors, wall shelves, pin-up boards or pennants must be hung from the molding with the use of picture hooks and wire, which will be furnished by the college. A college carpenter will hang these for students according to a schedule in each dormitory.
  - Curtain rods and towel racks are college property and are supplied as permanent features of every room. Necessary adjustments will be made by the carpenters if requested.
  - 4. Pin-up lamps are not permitted. The one exception is near double decker beds provided such lamps are put up by the college carpenter.

- 5. ANY VIOLATION OF THE ABOVE DECORATING RULES OR ANY DAMAGE, BEYOND NORMAL WEAR, WILL BE SUBJECT TO A MINIMUM FINE OF \$5.00 OR MORE IF THE COST OF REPAIR EXCEEDS THIS AMOUNT.
- F. Electrical Appliances: No electrical appliances except radios, record players, hair dryers and heating pads up to a limit of 300 watts, may be used in student rooms. Hot plates, perculators, popcorn poppers, irons, water heating coils or other such appliances must be used only in the kitchenettes, laundry rooms, or in the halls where a special outlet is provided. The use of these appliances in student rooms is a violation and subject to confiscation and/or a minimum fine of \$5.00.
- G. Food Storage: Food not stored in kitchenette-refrigerators should be kept in tin boxes or in screw-top jars. This requirement is the advise of the company conducting pest control in the College.
- H. Furniture: Students' rooms are furnished with beds, chest-of-drawers, desks, bookcases and chairs. Each student should provide a pillow, towels, sheets, pillow-cases, blankets and mattress pad. Couch covers, curtains, desk lamps, easy chairs, etc., may be obtained in Lynchburg.

No furniture is to be moved from room to room, no E-Z-Do's or other cabinets placed in the dormitory corridors except by spe-

cial permission from Mrs. Kitchen.

- I. Health or Sun Lamps: For medical reasons as well as fire hazard, sun lamps are not to be used in the dormitories.
- J. Mattress Pad: A mattress pad must be furnished by every student; the pad is to be used from the beginning of the year. A fine of five dollars will be imposed for any offender or the cost of recovering the mattress if damaged.
- K. Rugs: Rugs of any size will be permitted in student rooms. It must be understood that the owner must assume full responsibility for any rug. No help in the installation or removal of rugs may be requested from the college personnel. During the times of thorough cleaning, at Christmas and spring vacations, the rugs must be taken up. Since oversized rugs may not be stored at the college over the summer, the services of a dry cleaner should be enlisted for summer cleaning and storage. All rugs must

be properly tagged with the cleaner's name and with the student's name and room number. All rugs must be called for on a designated day after the close of college and will be returned to the student's room in September. The College will not accept responsibility for an improperly tagged rug. This privilege is subject to removal by the College if abused.

#### L. Summer Storage:

- THE COLLEGE ASSUMES NO RESPONSIBILITY FOR DAMAGE OR LOSS OF ARTICLES LEFT IN STUDENT ROOMS TO BE MOVED OR STORED.
- 2. Property without shipping instructions attached, left for one year in a college house by a student after her final departure from college, either through withdrawal or graduation, will be disposed of by the College. As College storage space is very limited, there will be a charge made for articles left longer than 3 months after the departure of the student.
- 3. Each student will be expected to attach a tag, with the name of the article being stored written on it, to every article she wishes to have stored. If the following instructions are carefully followed, there will be far less storage misplaced: Write on the storage tag attached to each piece of summer storage, as well as on the stub kept, the name of the article stored, as, "trunk"; "box"; "lamp."
- 4. Trunks and furniture too heavy to be moved by students will be handled by the janitors—if properly tagged. Trunks cannot be stored in the dormitories (except for some in Dew and Meta Glass). Students should not leave anything in their trunks that may be needed during the year for no student will have access to her trunk after it has been stored.
- 5. Uniform size storage boxes must be used by students for packing. These boxes are available by request at the service room of the Information Center, at a small charge. String may be purchased at the Book Shop.
- 6. a. Articles must be securely packed with no loose attachments. All items such as pillows, bed and table lamps, linens, type-writers and books must be packed in a box, tied securely, and tagged as directed above. In all cases the stub should be kept by the student as a receipt and for identification in claim-

ing her storage in the fall. The tags may be obtained from the Information Center without charge.

- b. Chair cushions must be firmly tied to the chair. No other articles may be packed in a chair.
- c. Cartons will not be accepted for moving unless they are securely tied. The College will not be responsible for articles left to be shipped home that are not packed and addressed according to Railway Express regulations.
- As the College has no moth-proof store-rooms, students are advised to send rugs and blankets home or to a laundry or dry cleaner for cleaning and storage.
- 8. All unmarked storage or small articles that should be in boxes, will be taken to the storage building, where it may be redeemed only between the hours of 3 and 4:30 p.m. the first week of college. A \$5.00 fee will be charged for each unmarked article and \$1.00 for each small article not packed in a box.
- 9. If requests to send belongings to students are received after the close of the College in June, they will be prepared for shipment and sent to the owner, express collect, during the months of June and September only. Under no circumstances will packages be sent during the months of July and August.
- 10. Every student is expected to clear her room of rubbish and leave it in order as it was on her arrival in September.
- 11. At the close of the college year each student, except members of the graduating class, must leave Sweet Briar within twenty-four hours after her final examination and must take with her all of her possessions other than those to be stored at the college and those to be shipped.

## VI. Publicity Regulations

## A. Off Campus:

- 1. Except for newspaper accounts of engagement or wedding announcements, permission to use the name of the College should be obtained from the Director of Public Relations before a student submits material to a newspaper or magazine.
- Permission to use the name of the College must be secured in advance from the Director of Public Relations if any organiza-

tion or individual wishes to publicize any project or event, or to take part in any activity which may reasonably be expected to result in publicity.

- 3. If occasion for publicity arises unexpectedly, a student may, if she wishes, identify herself as a Sweet Briar student but should speak only for herself as an individual.
- 4. In case of an accident, a student should give only her name and college address to any reporter or photographer. In the interest of the owner of the car and his insurance coverage, it is important that information be given only to police authorities, and that should be factual. Under no circumstances is a student to sign any report of the accident or to assume any liability, except at the direction of the police.

### B. On Campus:

Any reporter, photographer, or distributor of questionnaires from outside the College who has permission to work on the campus will be accompanied by someone from the Public Relations Office, or an appointed substitute. Students are requested to notify the Director of Public Relations if they meet any unauthorized reporters or photographers on campus.

# VII. Regulations Governing Extracurricular Activities

### A. Financial Management:

- 1. To cover annual dues of the various student organizations of the college, and to support various other student enterprises, a Student Activities Fund has been created. By vote of the student body this fee of \$40 is to be paid by every student in the college. Checks should be made payable to the Student Activities Fund and deposited with the Treasurer of the Student Government Association in the early fall.
- 2. All organizations handling money shall maintain organization accounts in one of the local banks.
- 3. Organization accounts shall be kept in books approved by the Finance Committee.
- 4. Accounts of all organizations receiving money from the Student Activities Fund and those which handle considerable amounts of money shall be audited at least three times a year by the Assistant Treasurer of the College, at the scheduled time agreed upon by the Treasurer of Student Government and the Assistant Treasurer of the College. These organizations shall file with the Assistant Treasurer of the College.

tant Treasurer of the College an annual report of the financial transactions at the end of the fiscal year, April 30.

B. Supervision:

1. An activity will be defined as any organized function which consumers time and energy outside a student's academic pursuits. All activities shall be supervised by the Vice-President of the Student Government Association, who shall consult regularly with

the Dean's Staff and the College Physician.

2. Extracurricular activities shall be checked after the first six weeks of each semester and after mid-year examinations. Each student carrying several extracurricular activities who receives a warning or is otherwise deficient in her work shall be advised or compelled to limit her activities as the Chairman and the Dean's staff and College Physician see fit.

3. Students shall list their activities at the beginning of each term, the first being from the opening of college in the fall to the beginning of Christmas vacation, the second being from Christmas vacation to spring vacation, the third being from spring vacation

until the close of college.

#### C. Freshmen:

Freshmen may not engage in extracurricular activities until the end of the first six weeks of the first semester. The only execption is membership in the College choir.

D. Eligibility:

1. Academic eligibility for extracurricular activities is determined each year by the Dean. For 1967-68 the credit ratios have been set as follows:

	CREDIT RATIO		
	Major Rating	Cumulative	Preceding Semester (1.1 unless other- wise specified)
GROUP I			
President of Student Governme	nt 1.50	1.30	1.50 (no F)
Chairman of the Judicial Board	1.50	1.30	1.50 (no F)
Secretary of Student Governmen		1.30	1.50
Treasurer of Student Governme GROUP II	ent	1.30	1.50
Class Presidents		1.30	1.50 (for freshmen, 1.30)
GROUP III			
Vice-Pres. of Student Governme Judicial Board Representatives	ent 1.50	1.30 1.30	1.50 (no F) 1.50

# CREDIT RATIO (Continued)

Λ	fajor Rating	Cumulative	Preceding Semester (1.1 unless other- wise specified)
Chairman of Orientation Committe Editor of the Sweet Briar News	ee	1.30 1.30	1.50 1.50 (no F)
GROUP IV			
House Presidents		1.30	1.50
Chmn, of Social Activities Com.	1:50	1.30	1.50
Editor of the Brambler		1.30	1.50
GROUP V			
Vice-President of Classes		1.30	1.50
Secretary of Classes		1.20	
Treasurer of Classes		1.20	
Editor of the Briar Patch	1.50	1.30	1.50
	1.50	1.50	
OTHERS			
Social Activities Committee Memb	ers	1.20	
Chairman of Campus Chest		1.20	1.20
Chairman of Student Developmen	t Fund	1.20	1.20
President of Y.W.C.A.		1.30	1.50
Vice-President of Y.W.C.A.		1.30	1.50
Secretary of Y.W.C.A.		1.10	1.20
Treasurer of Y.W.C.A.		1.10	1.20
Cabinet Members of Y.W.C.A.		1.10	1.20
Business Manager of the Brambler	•	1.20	
Editor of the <i>Handbook</i>		1.30	
Business Manager of the Handboo	k	1.10	
Business Manager of the Briar Pat	ch	1.20	
Staff Members of the Briar Patch		1.10	
Business Manager of the News		1.20	
Staff Members of the News		1.10	
Curriculum Committee Chairman		1.30	1.30
Curriculum Committee Members		1.10	
Athletic Association President		1.30	1.30
Athletic Association Vice-Preside	nt	1.30	1.30
Athletic Association Secretary		1.10	1.20
Athletic-Association Treasurer		1.10	1.20
Athletic Association Sport Heads		1.10	
Paint and Patches President		1.30	1.50
Paint and Patches Vice-President		1.30	1.50
Paint and Patches Secretary		1.10	
Paint and Patches Treasurer		1.10	
Paint and Patches play participants	3	1.20	
Dance Group		1.20	
Senior Show, Freshman Show		1.10	
Choir Officers		1.30	
Choir Members		1.10	

CREDIT RATIO (Continued)

	Cumulative	Preceding Semester (1.1 unless other- wise specified)
May Day Chairman	1.30	1.50
May Day Queen	1.30	
Christmas Bazaar Chairmen	1.20	1.30
Officers of all other clubs	1.10	
Chmn. and officers of all other com.	1.10	
Sweet Tones	1.10	

The Credit ratio of members of the following need not be checked:

	mbers of the following ned	d not be encered.
est	World Affairs Club	Young Democrats
	Aint's and Asses	Young Republicans
Guidance	Bum Chums	Boxwood Inn Representative
elopment Fu	nd Chung Mungs	
	Q. V.	
Guidance elopment Fu	Aint's and Asses Bum Chums nd Chung Mungs	Young Republicans

- 2. In order to be eligible for the following offices, the student's physical condition must be checked by the College Physician.
- a. All members of the Executive Board and Judicial Board
- b. All editors and business managers of all publications
- c. Class Presidents
- d. House Presidents
- e. Chairman of Social Activities Committee
- f. Chairman of Campus Chest
- g. Heads of Christmas Bazaar
- h. Producer and Director of Senior Show and Freshman Show
- i. President of Paint and Patches
- j. Leads in P & P plays
- k. Chief technical directors of P&P plays
- l. Officers of Y.W.C.A. and members of Cabinet
- m. Officers of A.A. and heads of sports
- n. Chairman of Student Development Fund
- o. Chairman of May Day
- p. All major offices which carry with them an ex-officio position
- 3. The physician's approval is not necessary for the following:
- a. All class officers other than president
- b. Officers of departmental clubs
- c. Head of choir

- d. Officers of groups such as Chung Mungs, Bum Chums, etc.
- e. Minor parts in P&P plays and members of crews
- f. People on committees
- g. Chairmen of May Day committees
- h. Head of Sweet Tones

#### 4. Miscellaneous:

- a. Before the nominations come to the Office of the Dean, the Vice-President of the Student Government Association will indicate on the nominations sheet those students who have more than the prescribed limit of academic work (over 17 hours or more than 6 courses); also whether a student is carrying other extracurricular activities.
- b. No student listed on the Probation and Warning Lists issued at the end of each semester is eligible for any office.
- c. A student carrying more than 17 hours or more than 6 courses may not hold any office unless special permission has been granted by the Dean.
- d. The Vice-President of the Student Government Association will check academic standing at the time of six-weeks reports.
- e. For participants in dramatics, those selected for major and minor parts should be listed on separate sheets.
- f. All lists must be alphabetized and the class of which the student is a member must be indicated in each case.
- g. Not less than 48 hours, exclusive of Saturdays and Sundays, must be allowed for the checking of eligibility lists.

#### E. Nominations:

See pages 23-24.

# F. Scheduling Meetings:

- 1. The college calendar is under the supervision of the Office of the Dean whose approval of each college or college-related event is requested on a calendar notice blank (green sheet) presented to the Office.
- 2. An important event, the plans for which are incomplete, may be tentatively listed until a completed calendar notice blank can be presented and approved. If an event includes a visiting speaker

and/or requires food and preparation of the place of meeting, approval request blanks obtained with the calendar notice blank must be filed in the indicated offices.

- 3. The calendar notice blank is obtained from the Associate Dean's secretary in whose office is a daily-corrected wall calendar of all approved events. Reading this calendar can prevent requesting approval of a conflicting event or can indicate the person to contact concerning possible arrangements which will resolve a conflict. No event may be scheduled during the chapel period (Noon Tuesday and Friday) and no evening event conflicting with choir rehearsals may be scheduled until 8:30 p.m. Tuesday and Thursday.
- 4. The weekly mimeographed calendar is posted each Friday morning. All events listed on this calendar must be approved by the preceding Wednesday. All events which do not need to be listed must be approved at least 24 hours prior to the event.

### G. Hazing:

- 1. Hazing of any kind is expressly forbidden.
- 2. No fancy dress nor initiation costumes may be worn to the library or to any academic appointment.

# H. Secret Organizations:

All secret organizations are forbidden by order of the Board of Overseers of the College.

### I. Self-Help:

No student may engage in more than three (3) self-help activities.

Application for such jobs must be made to and cleared through the Assistant Dean of Students.

#### VIII. Miscellaneous Rules

- A. Picnics: After dark students may be off the main highways for the purpose of picnics in groups of no less than four. Exception: Students may not, at any time, use the two fields directly behind Sweet Briar Station, Old Stage Road, or Sweet Briar Station Road.
- B. Crabtree Falls: Several people have met death or serious injury by falling down this waterfall. The current is swift and the rocks are extremely slippery. Do not try to wade there. (Students are also reminded to allow sufficient time before dark to return to their car when hiking in this and other wilderness areas.)

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#### I. Dean's Office

The Dean (Mrs. Catherine Sims) and the Associate Dean (Miss Fritzie Gareis) have offices on the first floor of Fletcher and may be seen by appointment. They are in charge of: (1) academic counselling, (2) admission with advanced standing, (3) all summer school work, (4) withdrawal from College and readmission after withdrawal, (5) academic eligibility for extracurricular activities, (6) study abroad, (7) advising foreign students, (8) the College Calendar, and (9) financial aid.

For the office hours of the Dean and Associate Dean, see page 111.

#### II. Dean of Students' Office

The Dean of Students is Miss Dorothy Jester. Her office, in Dew lobby, is in charge of (1) rooming assignments, (2) all matters pertaining to extracurricular activities, (3) student employment, and (4) all matters pertaining to social affairs.

Permission slips for overnight absences from the College may be obtained from Miss Jester's assistant, Mrs. Elizabeth Carr. The times for signing out for overnights are:

Wednesday: 8:30 a.m. to 12:30 p.m. Thursday: 8:30 a.m. to 12:30 p.m. 1:30 p.m. to 4:30 p.m.

Only in the case of a late invitation may a student sign out at another time. The deadline for the obtaining of such late permissions is 12:00 noon Saturday.

#### III. Vocational Guidance Office

The Director of Vocational Guidance is Mrs. Carolyn Bates. The Vocational Guidance office is 02 Benedict.

Mrs. Bates' office hours are:

Tuesday, Wednesday and Thursday: 9:00 a.m. to 12:30 p.m.

1:30 p.m. to 4:30 p.m.

### IV. Resident Counselors

A member of the faculty or staff serves as Resident Counselor for each dormitory. The Resident Counselor represents the Dean of Students in the dormitory and stands ready to cooperate with the House President and other officials of the Student Government Association in the encouragement of congenial dormitory living. Early in the year

she becomes personally acquainted with each girl in her dormitory and endeavors to help old and new students to become acquainted with each other. She is ready at all times to give counsel on any personal, social or academic problem about which a student wishes to consult her.

There will be a resident-counselor-on-duty each night of the week and over the weekends to grant overnight and special permissions, handle emergencies, take telephone calls and receive telegrams that would otherwise go to the Dean of Students. When calling or wiring the college during week nights and over weekends, students should place calls or send telegrams to the Resident-Counselor-on-Duty. The telephone operator in the Information Center at Sweet Briar will know the name of the person who is serving as Resident-Counselor-on-Duty and will connect the call. The call, therefore, should be placed person-to-person to the Resident-Counselor-on-Duty at 381-5100.

Besides the Resident Counselors, others who are especially prepared to help students are the Dean of Students, the Dean and the Associate Dean, the College Physician and the Consulting Psychiatrist, the Chaplain, the faculty advisors and the faculty sponsors of each class.

### V. The Mary Helen Cochran Library

The Mary Helen Cochran Library has in its collection approximately 120,000 volumes. The majority of these are shelved in the book stacks, but a certain number are shelved in other parts of the library.

# A. Library facilities:

- 1. Reading Room: This is the main room and on its bookshelves are the reference books most frequently needed: dictionaries, encyclopedias, biographical dictionaries, atlases, and the loan collection of freshman readings.
- 2. Reserve Books: Reserve books for required or supplementary reading are to be found in the Reserve Rooms on the second floor and behind the Loan Desk. Reserve books may be used in either of the Reserve Rooms or in the Study Gallery.
- 3. Book Stacks: The expanded stack space provided by the addition of the Charles Dana wing was filled in the summer of 1967 and many changes in arrangement have resulted. There are maps available at the loan desk which illustrate the relocation of materials.

- 4. East Wing, Main Floor: This area with entrance from the Reading Room contains publications of the indexing services, bibliographies and the Microfilm readers and film.
- 5. Browsing Room: This is an attractively furnished room which is reserved for recreational reading, not for study. It contains 1,843 volumes, old titles and new. These books must be read in the room itself and do not circulate. They are arranged by broad subjects fiction, poetry, essays, plays, travel, etc.
- Rare Book Room: Above the lobby and loan desk is the remodeled area which contains special collections including those of the Fletcher and Williams families and Meredithiana.
- 7. Periodical Room: The currently received periodicals number approximately 700. A list of these is posted on the bulletin board. The back issues of these periodicals are bound and shelved separately in the stacks. Periodicals may not be borrowed, but must be read in the Periodical Room, or if bound, in the stacks. Daily newspapers are also kept in this room.
- 8. Music Collection: Books and periodicals in the field of music are kept in the Music Library of the Fine Arts Center, together with scores and recordings.
- 9. Art Collection: Volumes on art and periodicals in this field are housed in the Art Library of the Fine Arts Center.
- 10. Education Laboratory Library (Kellogg Collection): A small library of children's literature and reference materials primarily of interest to students in education is shelved in an attractive room in the east wing, lower level, of the library.
- 11. Science Library: All volumes of books and periodicals in the general field of science, with special emphasis on biology, chemistry, and physics, are kept in the Connie M. Guion Science Building.

# B. Library Rules:

- 1. Quiet in the library must be maintained at all times.
- 2. The person who signs the book cards is responsible for the safe and prompt return of all books issued to her.
- Stack books and new shelf books may be borrowed for 21 days and may be renewed. Reserve books and some reference books

- may be borrowed for overnight use only. Browsing room books, periodicals, and most reference books do not circulate.
- 4. A student taking books from any area without signing for them at the Loan Desk will be considered to be disregarding library regulations and she will be liable to Student Government discipline.
- Information in regard to fines for late returns and charges for lost books will be provided each new student during her library tour.
- 6. Failure to pay fines makes a student liable to having library privileges suspended. This means that a student may not use the library in any way whatsoever until the fine is paid.
- 7. Books and periodicals are college property. Care should be taken at all times to handle them with respect. Many of the works that you will be using are out-of-print and therefore difficult and expensive to replace. Never mark or underline a library book. Snow and rain are also injurious; be sure to protect library books in returning or taking them out during bad weather.
- 8. Personal belongings, books, notes, etc., must not be kept in the library.
- 9. Ink must not be used at the catalog, or when using reference books, or in the Browsing Room. Ink bottles may be kept on the shelf outside the Browsing Room.

### C. Library Hours:

- 1. Regular library hours are listed on page 112.
- 2. The Periodical Room and Browsing Room are open during lunch and dinner as well as during the regular library hours.
- 3. Hours during vacations and holidays are posted before each recess.

# VI. The Mary Harley Infirmary

The student health service is dedicated to the ideal of helping each student maintain a state of positive good health so that she may successfully perform her academic duties and derive a full measure of benefit and satisfaction from her college experience.

A. Out-patient Services: The College Physician may be consulted at the infirmary during the morning office hours. (See schedule page 111.) A nurse attends those who come during the afternoon office hour.

In case of emergency the nurse on duty may be called at any hour. She will contact the physician if necessary. Please confine non-emergency visits to office hours only.

The College Psychiatrist sees patients by appointment each Wednesday in the small parlor in Meta Glass.

The relationship between the student patient and the College Psychiatrist or the College Physician is confidential.

B. In-patient Services: Students ill enough to need to be in bed are admitted to the Infirmary. A nurse is in attendance at all times.

No visiting is allowed except by parents. Written messages may be left for patients in the box at the front door. Please do not telephone patients unless necessary, since they must get out of bed to take phone calls.

NOTE: For regulations governing absences from academic appointments due to illness see page 53 (tests or exams) and page 58 (late returns).

# VII. Religious Life and Services

Sweet Briar is an independent college without denominational affiliation. Nevertheless, it has always stressed the cultivation of spiritual values as essential to true education.

From its beginning, Sweet Briar College has emphasized cooperation between people of faith within and beyond the Christian community. Even before the great modern ecumenical movement gained momentum, ecumenism was practiced at Sweet Briar and continues to be. Undoubtedly, the varied religious backgrounds of both faculty members and students enrich the whole life of the campus community. However, the individual's participation in either the academic study of religion or the College worship services is entirely voluntary.

The religious life of the College is centered in The Sweet Briar Memorial Chapel. Completed in 1966, the Chapel was dedicated on April 23, 1967, with world-renowned leaders of various denominations participating.

The regular Sunday services are held at 8:00 a.m. and 11:00 a.m. The College Chaplain normally is the minister, although during the year, guest ministers from many religious traditions are invited to speak. The Holy Communion is celebrated according to the use of the Book of Common Prayer on the second Sunday of each month. The 8:00 a.m. service on Sunday is regularly the Holy Communion.

Weekday Chapel services are held on Tuesdays and Fridays at 12:00 o'clock. Faculty members, students, and occasionally guest ministers lead these services. There is no set form, each leader being responsible for the order of service which is used. For example, during the year there are Quaker meetings, religious plays and concerts, as well as more formal addresses. A service of Holy Communion is also held on Wednesday afternoon at 5:30 o'clock.

The small chapel is used for many different services. Priests from the Father Judge Mission Seminary celebrate Mass every Sunday here. Mass is also celebrated every Tuesday and the first Friday of each month at 5:30 p.m. Confessions are heard before each Mass. Christian Science services are held regularly at 5:30 p.m. on Thursday afternoons. On Sunday, Christian Science students either attend the general service in the main chapel or the Christian Science Church in Lynchburg. Jewish students normally attend the Agudath Sholom Synagogue in Lynchburg. The small chapel is available for other services when desired. Vespers sponsored by the Y.W.C.A. are held weekly.

The Young Women's Christian Association is the only organized religious group on campus. It sponsors certain worship services and provides an outlet for social service work in the local community and in Lynchburg. It maintains a relationship with the National Board of the Y.W.C.A. which extends its interests beyond the local scene into the whole world.

Students provide the membership of the Choir, the Altar Guild, and serve on the joint faculty-student Church & Chapel Committee. This Committee is responsible for the direction and growth of the religious life of the college. It is concerned with the arrangement of the college worship services and it chooses philanthropic projects for which the church offerings are used.

Besides the Annual Religious Conference, under the auspices of the Y.W.C.A., there are many occasions at meals or elsewhere, for informal discussion of religious questions with visiting clergymen, with the Chaplain, or with other members of the faculty.

#### VIII. The Refectories

- A. Upon written order of the College Physician, students who are ill or indisposed, may have trays in their rooms. The charge for this service is 25¢. Signed tray slips, together with the money, should be placed in boxes provided for this purpose in each dormitory, at least one-half hour before the meal bell rings.
- B. Except for fresh fruit, crackers and cookies, nothing may be taken from the dining room at meal times.
- C. Visitors dining in the Refectories must buy meal tickets at the Information Center. The prices are:

Breakfast\$ .85
Lunch
Dinner 1.50
Picnics
Special Dinners Special Prices
Meals are available table d'hote, at the hours listed on page 112.

- D. Each student organization may have two parties a year. These may be picnic suppers, dessert parties, etc.
- E. Bag lunches will be provided upon request for fieldtrips, student teaching, and other academic activities.
- F. All orders for food must be placed at least forty-eight hours in advance.
- G. Silverware, plates and other utensils may be borrowed from the Refectory upon deposit of a small fee.

#### IX. The Boxwood Inn

Boxwood Inn has a limited number of rooms which provide cheerful and convenient housing for friends, dates, and families. Rates are in line with prevailing ones for such accommodations. All reservations should be made with the Management.

The Inn also has an attractive private dining room where meals are served daily. This is an ideal place to entertain parents and friends and to celebrate birthdays with steak dinners and home-made birthday cakes. Advance reservations for large parties are requested. No shorts or sports attire (except clean riding outfit) permitted.

Meal Hours are listed on page 111.

#### X. The Date House

The Date House is equipped with a complete fountain. It provides sodas, sundaes, and other delicacies to tempt the appetite, as well as a variety of sandwiches, hamburgers, hot dogs, salads, soups, desserts, and other items for a lunch or light meal. Many items usually found at the corner drug store may be secured here too.

The terrace and TV room in the Date House are always open to students and provide ideal places for moments of relaxation. The Date House hours are listed on page 111.

#### XI. Alumnae Association

The alumnae office is located in the Alumnae House. Mrs. Ernest M. Wood, Jr. (Elizabeth Bond, '34) is the Executive Secretary. While the principal business of this office is to act as the liaison between the college and the alumnae, to publish the *Alumnae Magazine*, to raise money for the college through the annual Alumnae Fund, and to maintain up-to-date address files for all alumnae, it also sells Sweet Briar china, glasses, and *The Story of Sweet Briar College*. Students are welcome at all times to come to the office for information about alumnae, to look at the bulletin board of current newspaper clippings, and to purchase merchandise.

# XII. Book Shop

The Book Shop is located on campus and provides a readily accessible source of textbooks, trade books, supplies, and gifts. All purchases during the opening week of college must be paid for by check or cash. After October 15 charges may be made and bills will be rendered bi-monthly. An unpaid bill of fifty dollars will automatically close an account to further charges.

#### XIII. Communications

The college may be reached by telegraph or telephone, but calls will not be put through to the dormitory corridor phones, after 11:00 p.m., except in emergency. Telegrams are sent directly to Sweet Briar College. Money sent by wire can be received only at Lynchburg. There are telephones on each floor of the dormitories. For calls to Amherst there is a charge of ten cents  $(10\phi)$  and to Lynchburg, fifteen cents  $(15\phi)$ .

The U. S. Post Office is located on the ground floor of the Manson dormitory. The purchase of stamps and all other postal services are available here. At the request of the Student Government Association, students receiving special delivery mail are notified by telephone. A complete mail schedule is posted in the post office lobby at all times. Each student is assigned a post office box for rent which is payable at the beginning of the college term. In addressing students' mail to Sweet Briar, Virginia 24595, parents and friends are asked please to use the students' box numbers to expedite the delivery of the mail. It is not necessary to show Sweet Briar College or the name of the dormitory in the students' addresses.

#### XIV. Food Sales

Any group of students or any organization wishing to sell food or refreshments on the campus must secure permission in advance from the Dean of Students and College Physician.

### XV. Laundry

Every article sent to the college laundry must be marked with a name tape sewed on and each laundry bag must be accompanied by a laundry slip. The college will not be responsible for laundry lost if sent in another student's laundry. Pads of laundry slips are on sale at the Information Center, and laundry bags shall be of adequate size to contain all laundry. Students are allowed a maximum quota per person per week of laundry to be processed by the college. Any charge for excess laundry is to be paid at the Information Center by the student concerned. Laundry goes out at 7:30 a.m. on Monday from Gray, Carson, Dew, House 1, House 3, Boxwood Inn and Meta Glass; on Tuesday from Reid and Grammer; and on Thursday from Manson and Randolph. Laundry lists should be placed inside the laundry bag which is to be securely tied.

### XVI. Fire Department

Through understanding and cooperation the campus fire department assists in the avoidance of possible accidents.

Fire drills are held during the night and during the day as announced or unannounced fire drills or fire escape drills. They are designed to promote familiarity with exits and to insure proper training in case of emergency. The hall presidents will assist the house president in

clearing the floor. A faculty fire team also assists, and takes charge of the students once they have left the buildings.

#### XVII. Lost and Found

This service is under the supervision of the Security Police whose office is in the basement of Manson dormitory. Lost articles not claimed at the end of a year will be disposed of by the college.

### XVIII. Responsibility for Property

Although the College endeavors to protect the property of its students in the same manner as its own, it will not be responsible for loss of any personal property of any student. Students are responsible for damage to College property not due to normal usage.

There is to be no painting of any college property, except the freshman hitching post. Any violation of this will mean that the individuals or the clubs responsible for the damage will be billed for paint removal.

#### XIX. Solicitors

No off-campus solicitors are permitted in the dormitories. In case any such person is detected, notify at once the Security Police Officers or the Information Center, giving the location of and a description of the stranger.

#### XX. Trunks

Trunks and bags should be checked to Sweet Briar, not Lynchburg or Monroe. Trunk checks should be left at the Information Center. Before trunks or packages will be picked up or delivered, one must get a delivery check from the Information Center; there will be a charge of fifty cents for delivery of trunks, and a charge of twenty-five cents for the delivery of suitcases and packages.

# XXI. Class Symbols

The Class of 1968

Motto: Factum non verbum. Colors: Purple and gold.

Emblem: Swan.

The Class of 1970

Motto: Ne obliviscamur. Colors: Green and black.

Emblem: Oak tree

The Class of 1969

Motto: Honor ante honores. Colors: Peacock blue and green.

Emblem: Peacock.

The Class of 1971

Motto: Spectamur agendo. Colors: Delph blue and black.

Emblem: Lion.

### XXII. Sweet Briar Song

Sweet Briar, Sweet Briar, flower fair,
The rose that on your crest you wear
Shall never fade, but always bear
Thy beauty, O Sweet Briar!
Sweet Briar, Sweet Briar, thy columns white
Shine on thy hills a beacon light
Of truth, to burn with radiance bright
Forever, O Sweet Briar!
Sweet Briar, Sweet Briar, we sing to thee.
May thy foundations ever be
Strong as thy hills, thy purity
That of thy rose, Sweet Briar!

### XXIII. Amherst Wayside

By request of the Commonwealth of Virginia: "Amherst Wayside, Route 60, East of Amherst, is closed to the public at 10:00 p.m. Trespassers will be prosecuted."

#### XXIV. Sweet Briar Station

Sweet Briar Station is open Monday through Friday, 8:30 a.m. to 5:00 p.m.. Office telephone: 381-5754.



# ORGANIZATIONS, COMMITTEES, PUBLICATIONS

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#### I. ORGANIZATIONS

#### A. Aints and Asses

Aints and Asses is the organization that sports a name one might call distinctively different and members one might call delightfully diverse. They are a small but happy group of clownish personalities who feel no restraint by propriety. They dress in manner unorthodox and behave in manner even more so.

Their duty and pleasure is to present parodies and "take-offs" of all Paint and Patches and other campus productions. Masters of burlesque, they perform their own versions of these plays on an unusual comedy level. Intermittently, the Asses turn their thoughts to blowing whistles, for it is their perpetual concern to prevent bestial students from trampling to death the newborn grass.

#### B. Athletic Association

The great range and beauty of the Sweet Briar campus offer students the splendid opportunity to participate in a variety of sports. The purpose of all activities, whether organized or informal, is to promote good health, individual skill, fun and relaxation through the guidance of the Athletic Association and the Department of Health and Physical Education. Every student is entitled to the use of all athletic property, such as tennis courts, hockey and lacrosse fields, and the boathouse. To those who show the most widespread interest and participation, the Athletic Association Executive Committee awards Sweet Briar seals, medals, and blazers, the policy for which is found in the Athletic Association constitution which is presently being revised. A notice will be posted in the fall concerning any changes which are made in this constitution.

### 1. Dormitory Competition

- a. Throughout the year, the members of the Student Body, divided according to residences, will compete for championship honors in athletics based on the final outcome of various team and individual sports.
- b. A dormitory council composed of appointed representatives from each residence will administer the competition and establish a point system whereby each year's winner will be determined. The Athletic Association trophy will be engraved and placed in the winning dormitory throughout the following year.

#### 2. Cabin

- a. The Cabin is open to all students and members of the faculty and staff, and may be used at any time in accordance with the terms of the Athletic Association. See the A. A. Bulletin Board for detailed rules, and the Cabin calendar indicating "open" or "closed" Cabin.
- b. Students may use the Cabin in the daytime accompanied by an outing leader. Overnight groups must arrange such a trip with the Head of Outing, and abide by the outing rules governing overnight stays in the Cabin.
- c. Girls with dates may use the Cabin in the daytime when open house is announced on the College Calendar; and for picnic lunches and suppers when accompanied by an outing leader and provided they return to campus before dark.
- d. No one is to drive beyond the green gate.
- e. No one is to smoke in the woods or in the bunk room.

### 3. Horseback Riding

- a. No student may go riding until a written permission from parent or guardian is filed in the office of the Department of Physical Education. Protective hats and clothing suitable for fox hunting and showing are required. Riding in jeans and sneakers is not permitted.
- b. The duty of the Riding Council shall be to make, interpret, and enforce the rules for riding, subject to the laws of the Student Government Association, and the Athletic Association, to punish offenders, and to further the interests of riding at Sweet Briar. The Riding Council shall be presided over by the head of riding, and consist of a representative of the Department of Physical Education, and the following:
- 1. Jumping Leaders: Students who are formally appointed during the college year by the Riding Council, and who may supervise students who have been approved for jumping, or jump themselves when accompanied by another person (or ride alone within B limits).
- 2. Riding Leaders: Students who are formally appointed during the college year by the Riding Council, and who may take C riders on or off B limits (or ride alone within B limits).

- 3. A Riders: Students who have been approved by Riding Council and who may take C riders off B limits with permission of the instructor of the Head of Riding (or ride alone within B limits).
- 4. B Riders: Students who have passed a definite riding test and who may ride in groups of two without a riding leader off B limits are defined by the Riding Council in consultation with the Department of Physical Education. No student may ride alone off B limits. No student may jump except with an instructor or jumping leader. Hard hats must be worn.
- c. The Sweet Briar Honor Pledge covers all phases of life at Sweet Briar, including the rules for riding. Violations of the riding rules will be treated as follows:
- 1. First offense: Warning by instructor and student head of riding.
- 2. Second offense: Removal from rank (removal of B privileges).
- 3. Third offense: Loss of riding privileges for one year, payment not refundable.
- d. Annual events sponsored by the Riding Council including fall and spring horsemanship classes, horse shows, a point to point, hunter trials and fox hunting with neighboring hunts.

# 4. Swimming, Boating, and Canoeing

- a. No student may swim until a written permission from her parent or guardian is filed in the office of the Department of Physical Education. This permission blank is sent in the late summer to the parents.
- b. No student may swim unless accompanied by two authorized proctors. Swimming is permitted only at specified times.
- c. The Lake Council, formally appointed each college year is presided over by the Head of Lake, and consists of a representative of the Department of Physical Education and the life guards appointed by the head of lake.
- d. No student may use the rowboats until she has passed the swimming test at Sweet Briar.
- e. No student may take out a canoe until she has passed the canoe and the swimming test and unless she is accompanied by

one who has passed the canoe test. In order to use the canoes there must be at least two people using them at the same time. f. All members of the Association and their guests may use the Boathouse in accordance with the Lake Regulations posted each year on the A. A. Bulletin Board. Failure to abide by the regulations may result in the loss of complete Boathouse privileges for the remainder of a student's undergraduate year at Sweet Briar.

g. By a ruling of the Board of Overseers, only members of the College Community and their house guests may use the lake for swimming. All members of the Athletic Association who do swim at the lake must follow the regulations of the Lake Council and the Physical Education Department.

#### 5. Dance

- a. The Sweet Briar Dance Group presents on-campus dance concerts and demonstrations. In recent years the Group has performed at the Lynchburg Fine Arts Center, Randolph-Macon Woman's College and annually at the College Dance Festival in Richmond. Open try-outs are held for all performances. Members are chosen on the basis of performance, technical ability and interest. Each member must serve as an apprentice to the Dance Group, but apprentices do not necessarily become members. New members can be announced after any performance in which they have participated.
- b. The Dance Group also participates actively at Sweet Briar as demonstrators for technique classes and sponsors master classes with visiting dance artists such as Helen McGehee and and José Limon,

#### C. Bum Chums

"Hallelujah, I'm a Bum!" sung gaily, echoes through the halls of Sweet Briar the night of Spring Stepsinging as the Bum Chums tap their ten new members. In addition to an interest in furthering the Lynchburg-Amherst area relations with the college, the Bum Chums are chosen for their good spirit, interest, and general participation in the activities of the college.

The "notorious ten" throughout their junior year serve as useful members of the community, being active in various charity drives.

They sponsor the Bloodmobile, are in charge of the coke machines, keep the recreation room of the Date House clean and sponsor a child through the Save-the-Children-Foundation. Not least among their projects are their famed parties, the Holiday Inns.

#### D. Choir

The Choir is Sweet Briar's oldest student organization with a continuous tradition of over fifty years of service to the college. Its seventy-five members provide service music for the Sunday church service, music for special occasions and ceremonies, and several concerts a year, usually given with clubs from various men's colleges. Periodically the Choir takes trips to various cities or to the campuses of men's colleges for joint performances of major choral works.

In recent years it has presented Handel's Messiah with the Hampden-Sydney Glee Club, Bach's Magnifcat with the Hamilton College Choir, Bruckner's Mass in E Minor with the Colgate University Glee Club, and Stravinsky's Symphony of Psalms with the Brown University Glee Club.

Admission is by audition and members admitted are expected to continue that membership for at least one year. A gold cross and chain are awarded for four full semesters of satisfactory service.

### E. Chung Mungs

This upperclass honorary society is composed of thirteen outstanding juniors and seniors, known for their friendliness, cheerfulness, enthusiasm and general interest in Sweet Briar. Their many and varied activities range from weekly sales of goodies in the dorms to an annual booth at the Christmas Bazaar. It is charateristic of this group to constantly seek new areas of activity which will benefit the College; they are always coming to the College with new ideas for new drives.

In the moments not occupied by such worthwhile pursuits the Chung Mungs must deal with the serious and sober-minded Tau Phi's, harassing and ruffling their intellectual demeanor. Whatever these ghostly thirteen do, they continue to remind us of the need of others and prove that giving need not be a sober affair. A familiar and integral element of Sweet Briar life is this fun-loving group who so gaily chant "Glory, glory, I'm a Chung Mung . . ."

### F. Hispanic Society

The Hispanic Society was organized by a group of enthusiastic students desirous of promoting interest in the Hispanic world: its cultural, political, and social aspects.

The members of the society are students from all four classes who show interest in the purposes of the organization and who are willing to contribute to the fulfillment of those purposes. Membership is not restricted to Spanish-speaking students.

#### G. Math Club

The Sweet Briar Math Club is an organization which seeks to activate an interest in the art of mathematics and its relationships to the natural and social sciences. Open to any interested student, this group helps to acquaint the Sweet Briar student body with various branches of mathematical thought by means of guest speakers and student-sponsored projects.

#### H. Paint and Patches

Paint and Patches, Sweet Briar's dramatic club, was organized for the purpose of creating and developing an active interest in all branches of drama and to promote a deeper knowledge of the technique of dramatic art.

P & P also attempts to provide entertainment for the entire community and to be of assistance in any theatrical undertaking on campus.

Eligibility for membership in Paint and Patches is determined by a system of grading which evaluates the work of all candidates. The many areas of the club include scenery design, properties, lights, makeup and costumes which provide opportunities for membership to those interested in various branches of the theatre.

### I. Phi Beta Kappa

In 1949, the United Chapters of Phi Beta Kappa granted a chapter, Theta of Virginia, to Sweet Briar College. Election to membership depends not only on excellent academic record but on evidence of broad cultural interests, scholarly achievement, and promise of intellectual growth.

The number of Seniors elected to Phi Beta Kappa rarely exceeds 10% of the class and may never exceed 15%. A limited number of Juniors may be considered for election.

### J. Q.V.

A girl who is chosen to be a Q.V. is not taking on a new job; she is continuing her interest and work for the class. The purpose of the club is to bring together a group who share this same inter-

est. The Q.V.'s goal, that of spirit and unity, is an intangible and challenging one for each new group to work toward meeting.

Every year at Spring Step Singing, the members of Q.V. are announced. The members of this club are sophomores who have worked during the year as a group and as individuals to further class spirit. It is felt that their work will be more effective if it is done quietly.

#### K. Sweet Tones

Thirteen girls from the Sophomore, Junior and Senior classes compose the Sweet Tones, Sweet Briar's small independent singing group which specializes in interesting arrangements of popular music. Tryouts are held each spring and the following year, the group entertains for various social events on campus such as May Day, the Bum Chum Inns, Alumnae meetings, Board meetings, and for various organizations in the Lynchburg-Amherst area.

### L. Tau Phi

Tau Phi, one of Sweet Briar's upperclass honorary societies, is composed of a limited number of juniors and seniors, who by their attitude have manifested an especial interest in furthering the ideals and traditions of Sweet Briar. Although members are chosen for many other qualities the importance of scholarship is recognized.

The purpose of Tau Phi is to stimulate interest in and to cooperate with student activity and to further the physical, spiritual and intellectual growth of the College. Throughout the year the society sponsors Sunday night lectures and panels given by Sweet Briar professors, in addition to book discussions. At Christmastime members pack baskets for the Sweet Briar Farm.

### M. World Affairs Club

The purpose of the World Affairs Club is to stimulate interest in and promote understanding of international politics and problems, as well as the life and culture of any other nations. It sponsors many sorts of discussion groups among its members who also attend informative conferences at other colleges. It is affiliated with the American International Relations Clubs and the Collegiate Council for the United Nations. New members are taken in each fall.

### N. Young Democrats

Affiliated with both state and national Young Democratic Clubs, the Y D's at Sweet Briar are a group organized "to stimulate an active

interest in government affairs, to increase the efficiency of popular government, and to foster and perpetuate the ideals and principles of the Democratic Party." In addition, the Young Democrats also try to recruit new members for the Democratic candidates and to acquaint students with the issues and personalities involved in all elections. Their meetings are held monthly and are open to all students who are affiliated with the Democratic Party.

### O. Young Republicans

Like the Young Democrats, the Young Republicans at Sweet Briar are a group of politically-minded students who seek to provide the student body with a means for "getting practical political information." Hoping to develop all Y R's on the campus into an "intelligent, active and cooperative Republican group," the Young Republicans meet monthly and invite anyone generally supporting the candidates of their party to join the club.

### P. Young Women's Christian Association

1. Purpose: The Young Womens' Christian Association of the United States of America, a movement rooted in the Christian faith as known in Jesus and nourished by the resources of that faith, seeks to respond to the barrier breaking love of God in this day.

The Association draws together into responsible membership women and girls of diverse experiences and faiths, that their lives may be open to new understanding and deeper relationships and that together they may join in the struggle for peace and justice, freedom and dignity for all people.

- 2. Membership: Any member of the Sweet Briar student body may be a member of the Y.W.C.A. New members will be inducted in the early fall. Although the purpose of this organization is "... to seek to understand Jesus and follow Him," people of all faiths are welcome. All Y.W.C.A. members meet together at monthly dinner meetings where they exchange news of their projects and have speakers or programs of special interest to the Association.
- 3. The Cabinet: The Cabinet is composed of the officers, the committee and project chairmen, two freshmen representatives, and an adviser. Cabinet meetings are held at least every other week; all members of the Association are invited to attend.
- 4. Committees and Projects: In order to provide varied opportunities for service to others, the Sweet Briar Y.W.C.A. has a number of

special projects. A member is expected to work on at least one project. A summary of them follows:

- a. Annual Religious Conference: Each February the Y. invites an outstanding theologian to lead a three day conference.
- b. Worship: Members of the Y.W.C.A. lead dorm devotionals and weekly vesper services.
- c. Phyllis Wheatley Y.W.C.A.: The Sweet Briar Y. has several meetings for projects and discussions each year with this predominately Negro Y. in Lynchburg.
- d. Lynchburg Training School and Hospital: Several times a week Y. members do volunteer work with mental patients.
- e. Intercollegiate Discussion Group: This group meets monthly with representatives from three area colleges to discuss topics of intellectual interest. In addition, the Sweet Briar group also sponsors a Bible discussion group which meets weekly.
- f. Christmas Party: At Christmas the Y. gives a party for all the children of employees. This group also plans other Y. parties.
- g. Chatham and Ryan's Old Folks' Homes: The homes are visited regularly by Y. members.
- 5. Other Features: The Y.W.C.A. has an office located on the third floor of the chapel. It has a growing library of devotional materials and books on religious topics which may be borrowed by members for study or reference.

#### II. COMMITTEES

# A. Campus Chest

The Campus Chest, a joint student-faculty committee conducts an annual fund drive and acts as a clearing house for all appeals for funds coming to the student body from sources both on and off campus. The entire committee allocates the funds raised. In addition, Campus Chest provides annually a full-expense scholarship for a student from St. Andrews University, Scotland.

Members in Campus Chest include a student chairman, faculty chairman, treasurer, secretary, publicity head, representative of the foreign students, and four faculty members appointed by the President of the College.

#### B. Curriculum Committee

The Curriculum Committee is organized for the purpose of representing the students and serving as a liaison between the faculty and the students on matters pertaining to the curriculum. The Committee serves as a medium of exchange for academic ideas and experiences of the faculty and students by meeting with the Committee on Instruction to present student suggestions for curriculum revision and to discuss aspects of the educational program. The Committee is composed of a representative from each of the Freshman and Sophomore classes and Junior and Senior representatives from the six major divisions of study: the Natural Sciences, Mathematics, and Psychology; Classical and Modern Languages; the Fine Arts; Social Studies, Philosophy, Religion, Sociology, and Education; English and American Studies. The representatives are nominated by their classmates and elected by the outgoing Committee.

#### C. Joint Council

The Joint Council is a group consisting of three faculty, three alumnae, three students, three Board members, and the President and the Dean of the college. This group meets once a year to discuss matters of mutual concern.

# D. Student Development Committee

The Student Development Committee is a group of ten students who work together with the Head of the Development Office to raise money for Sweet Briar which is allocated by an annual vote of the entire student body. The committee is responsible for keeping members of the Sweet Briar community informed of any money-making projects and urging their cooperation and support in such projects.

# E. Vocational Guidance Committee

The Vocational Guidance Committee is composed of five faculty and twenty student members, including representatives from each class. The work of the committee, coordinated by the Director of Vocational Guidance, includes making arrangements for representatives of professions and vocations who visit the campus for interviews, panel discussions and lectures. The Committee also handles publicity, writing of articles for the college newspaper, tabulating results of questionnaires and maintaining the bulletin board.

#### III. STUDENT PUBLICATIONS

#### A. The Brambler

The Brambler is the college literary quarterly. By publishing poetry, prose, art work, music or any other creative endeavor of fine quality contributed by the four classes and occasionally by the faculty, The Brambler aims to recognize and to stimulate creativity at Sweet Briar and to bring varied and vital enjoyment to all readers.

#### B. The Briar Patch

The Briar Patch, the Sweet Briar annual, is published each spring. In the pages of The Briar Patch the staff tries to give all aspects of college life, especially the outstanding events of that year, which will serve as a permanent record and reminder when the year is over.

### C. The Key

The Key is an illustrated booklet which presents an informal picture of life at Sweet Briar. It discusses some of the college traditions and customs as well as giving practical advice to incoming students.

#### D. The Students' Handbook

The aim of the *Students' Handbook* is to acquaint students with the rules, activities and organizations of Sweet Briar and to introduce the honor system which governs every aspect of life here. The *Handbook* forms an important source of reference throughout the year. It is published annually; a copy is sent to each freshman in the summer while upperclassmen receive copies upon return to the College in the fall.

#### E. The Sweet Briar News

The Sweet Briar News is the weekly newspaper published by the students. It aims to give the students, faculty, and community reports of all the news which will be of interest to them. All students and especially freshmen whether they have had experience on school newspapers or not, are urged to try out for positions on the staff. Parents are invited to subscribe and keep up with campus events.

# DIRECTORY OF STUDENT OFFICERS

### Aints And Asses

111110 11114 110000				
President Ann Peterson				
Treasurer Martha Brewer				
Athletic Association				
President To Be Elected				
Secretary LIBBY HARVEY				
Treasurer LINDA DONALD				
Basketball				
Cabin KATHY MONTZ				
Dance Lorna Allen				
Games Anne Stupp				
Hockey Ann Teddards				
Lacrosse Sue Bissell				
Lake Susie Brush				
Riding PAM Noyes				
Tennis Wallis Wickham				
Brambler				
Editor NANCY CRAWFORD				
Business Manager JEAN RUSHIN				
Briar Patch				
Editor Kristin Kuhns				
Business Manager PAM Browning				
9				
Bum Chums				
President RIDGELY FULLER				
Treasurer Anne Briber				
Campus Chest				
Chairman PAM BURWELL				
Treasurer To Be Elected				
Treasurer TO BE ELECTED				
Choir				
Head Lynne Gardner				
Manager Judy Horton				
Treasurer Ann Mathews				
Chung Mungs				
President Judy Harbottle				

### Class Officers

### 1968

1968				
President				
Vice President				
Treasurer Deirdre Leland				
Secretary Leslie Bissell				
1969				
President CATHY HALL				
Vice-President GINNY STANFORD				
Secretary RONDE KNEIP				
Treasurer Betsy Cheney				
1970				
President KATHY WALDROP				
Vice-President Loring Harris				
Secretary KATY WARREN				
Treasurer Lawson Calhoun				
Curriculum Committee				
Student Chairman Laura Campbell				
Fire Protection				
Fire Chief Susan Somerville				
Hispanic Society				
President				
House Presidents				
Carson MENY HILL				
Dew Emily Gooch				
Grammer CARTER BURNS				
Gray GINNY KAY BALDWIN				
House 1 CANDY CONNARD				
House 3 Celia Newburg				
Manson KATE BUSTER				
Meta Glass LINDA DUKE				
Randolph CECELIA WILLIAMSON				
Reid Sue Thompson				

# Judicial Board

juniciai Doulu				
Chairman				
Vice-Chairman				
Secretary	ANN TREMAIN			
	(Adaline Allen			
Senior Representatives				
	PATTY SKARDA			
	Ann Arnspiger			
Junior Representatives				
	Nancy Wendling			
	A. V. Grice			
Sophomore Representatives				
	(HAPPY WATTS			
Math Club				
President	MARY CARES			
Vice-President				
Secretary-Treasurer				
Secretary-1 reasoner	I RAIVEES DESAUSSURE			
Paint And Patches				
President				
Vice-President DIERDRE LELAND				
Secretary CAROLYN HOLLISTER				
Treasurer Bryan Alphin				
Social Activities Committee				
Chairman Penny Oliver				
Treasurer Libby Harvey				
Treasurer LIBBY HARVEY				
Student Development Committee				
Chairman Shelby Dudley				
Secretary-Treasurer CANDY CONNARD				
Students' Handbook				
Editor				
Business Manager				
Student Government Association				
President				
Vice-President				
Secretary				
Treasurer				

#### Sweet Briar News Editor ..... MELINDA BROWN Business Manager ..... ELIZABETH McMullin Sweet Tones Head ..... SANDY WATERS Tau Phi President ..... PATTY SKARDA Vocational Guidance

#### World Affairs Club

President C'Anne Anderson
Vice-President To BE ELECTED
Secretary KATHY KIBBEE
Treasurer KAREN MANSON

Chairman ..... Celia Newberg

#### Young Democrats

President	 • • • • •	 	 	Рноеве	Brunner

#### Young Republicans

Chairman L	LIZ MEDAGLIA
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#### Y. W. C. A.

President	CARTER HUNTER
Vice-President	PENNY YEARGIN
Secretary	Frances Gravely
Treasurer	JOHANNA YAPLE
Annual Religious Conference	PAM McConnell
Chatham and Ryan Old Folks Home	. CAROLYN HOLLISTER
Christmas Party for Employees Children	MIDGE YEARLY
World University Clothes Service	Liz Smith
Intercollegiate Discussion Group	CONNI WILLIAMS
Lynchburg Training School and Hospital	JANE DEDMAN
Phyllis W heatley Y.W.C.A	EMMY SAVAGE
Publicity	JANE REID
Worship	Louisa Cahan



#### OFFICE HOURS, TELEPHONE NUMBERS

#### KEN KEN

		Pa	ze
I.	Directory of hours		l <b>1</b>
II.	Telephone numbers		13



#### I. Directory of Hours

Bank	Monday-Friday:	8:45 a.m 12 noon
Book Shop	Monday-Friday:	9:00 a.m 5:00 p.m.
Boxwood Inn	Monday-Saturday:	
	Breakfast	8:30 a.m 9:30 a.m.
	Coffee Hour	8:30 a.m 11:00 a.m.
	Luncheon	12:00 noon - 1:15 p.m.
	Dinner	6:00 p.m 7:15 p.m.
	Sunday:	
	Breakfast	9:30 a.m 10:30 a.m.
	Dinner	12:30 p.m 1:30 p.m.
	Supper	6:00 p.m 7:15 p.m.
Date House	Monday-Saturday:	11:00 a.m 9:30 p.m.
	Sunday:	5:00 p.m 9:45 p.m.
Dean, Office of	Monday-Friday:	8:30 a.m 12:30 p.m.
		1:30 p.m 4:30 p.m.
Dean of Students,	Monday-Friday:	8:30 a.m 12:30 p.m.
Office of	initially initially.	1:30 p.m 4:30 p.m.
	Saturday:	8:30 a.m 12:30 p.m.
Infirmary	Monday-Friday:	8:30 a.m 12:15 p.m.
		4:00 p.m 5:00 p.m.*
	Saturday:	9:00 a.m 12:00 noon
	Sunday, Holidays:	9:30 a.m 10:00 a.m.
		5:45 a.m 6:15 p.m.*

<sup>\*</sup>The physician is not at the Infirmary in the afternoon.

Library*		Monday-Friday:	8:00 a.m 12:30 p.m.
			1:30 p.m 5:30 p.m.
			7:30 p.m 10:00 p.m.
		Saturday:	8:30 p.m 12:30 p.m.
			1:30 p.m 5:30 p.m.
		Sunday:	2:30 p.m 5:30 p.m.
			7:30 p.m 10:00 p.m.
Meal Hours	Breakfast	, Monday-Friday:	7:15 a.m 8:15 a.m.
		Saturday	8:00 a.m 8:30 a.m.
	Lunch	Monday-Saturday	12:40 p.m.
	Dinner	Monday-Saturday	6:15 p.m.
	Breakfast	,	
	regular	Sunday	8:30 a.m 9:00 a.m.
	light	Sunday	9:00 a.m 10:00 a.m.
	Dinner	Sunday	1:15 p.m.
	Supper	Sunday	6:15 p.m.
Post Office**		Monday-Friday	8:30 a.m 5:00 p.m.
		Saturday	8:30 a.m 12:00 noon
Vocational Gu	iidance,		
		Tuesday-Thursday	9:00 a.m 12:30 p.m. 1:30 p.m 4:30 p.m.
			1.50 p.m 4.50 p.m.

<sup>\*</sup>These hours refer only to the stacks, desk, and main reading room. The galleries and the reserve rooms are open every day from 6:00 a.m. until 1:00 a.m. The departmental libraries in Guion and Babcock are open daily from 6:00 a.m. until 11:00 p.m. See page 82 for further information.

<sup>\*\*</sup>The Post Office is closed on all legal holidays. On these days, like on Sunday, mail is put in the boxes in the morning only. At all other times there are two deliveries daily, one in the morning and one in the afternoon.

#### II. Directory of Telephone Numbers

Boxwood Tea Room	n			.381-5797
Date House			.381-9672,	381-9673
Dean of Students, O	office (Miss Jes	eter, Mrs. Carr)		.381-5529
Dormitories:				
Boxwood Inn				
Carson	Second Floor	(125-135) (225-235) (325-335)		. 381-9687
Dew	Lobby First Floor Second Floor	(103-120) (201-220) (301-317)	381-3364,	.381-3338 .381-9775 381-9788
House 1			.381-3394,	381-9694
House 3				.381-3355
Grammer	First Floor Second Floor	(100-117) (200-217) (300-317)		.381-9683 .381-9684
Gray	Second Floor	House Phone (200-208) (300-307)	381-3313,	381-9774

#### OFFICE HOURS, TELEPHONE NUMBERS

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Manson	First Floor	(177-190; ABC	C)	.381-9782	
		(276-290)			
	Third Floor	(376-390)		. 381-9783	
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